

Community Behavioral Health

Mental Health Services

Position Description

POSITION: Probate Monitor

DEPARTMENT: Mental Health Services

REPORTS TO: Chief Clinical Officer Designee

PREPARED BY: Mental Health Services Manager

Position Summary: This position is designed to provide clinical oversight of residents probated to the Butler County Mental Health Board. This position operates as an agent for Community Behavioral Health. It is responsible for providing liaison services to the Butler County Probate Court, Butler County Mental Health Board, Butler County residents, hospitals and service providers. This position, therefore, is responsible for timely and accurate reporting of all Butler County residents probated by the court as required by the BCMHB and BC Probate Court.

Job Characteristics: The primary customer of this service is probate court. The role of the Probate Monitor is to collect clinically significant information that will assist the court in the decision making process when reviewing a resident's probate status. The Probate Monitor will be a participant as an active member and assist in determining appropriate service. This position interacts with other providers that are stakeholders in the resident's care. Therefore, the Probate Monitor must be aware of clinical practice and services. An ongoing assessment of the resident's level of participation in services and risk of harm to the community or self is required. The Probate Monitor will interact with the local state hospital to have services expedited.

Specific Professional Requirements:

1. Work experience in mental health and/or related field preferred.
2. Previous experience with psychiatric population preferred
3. Masters in Social Work or Psychology.
4. Valid driver's license and insurance.
5. A vehicle that is road worthy.

Job Responsibilities:

1. Develop community probate service plans for all probated Butler County clients being discharged from Ft. Hamilton, Atrium Medical Center and Summit Behavioral Health and other hospitals
2. Receive, review and track routine progress reports on all community probate clients from providers on a monthly basis using prescribed format.
3. Notify provider agencies regarding probate hearing dates and required reports.
4. Receive court reports from provider agencies prior to the scheduled hearing and review for completeness, consistency and appropriateness.
5. Provide liaison services to all community providers.
6. Notify the court when a client is not compliant with treatment and has a disruption in their life.
7. Consult with treatment provider and participate on treatment team planning committee.
8. Provide court testimony.
9. Provide written reports for the court.
10. Participate on quality improvement committees as requested.
11. Monitor state hospital interaction and client services.
12. Intervene when the patient exhibits non-compliance or a poor response to interventions.
13. Participates as a team member in updating progress.
14. Attend Community Behavioral Health team meetings.
15. Provide back up support for the Forensic Monitor and Chief Clinical Officer Designee.

I have read and understand my job description. I have read it and understand all the expectations and responsibilities. I have the ability to fulfill all expectations and responsibilities.

Signature

Date