

## Hays County Job Description

Job Code: TBD  
Grade: 108  
FLSA: Non-Exempt

Prepared by: Human Resource  
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### **Veterans Treatment Court Mentor and Resource Coordinator**

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Summary**

Under the direction of the presiding Judge of the Veterans Treatment Court, County Court-At-Law Administrator and the direct supervision of the Veterans Treatment Court Project Manager, the Mentor and Resource Coordinator is to recruit, train, supervise, and coordinate Mentors within the Veteran's Court Diversion Program in accordance with the Military Veterans Peer Network's standards and guidelines. The Coordinator is responsible for recruiting potential mentors, screening candidates, and assisting in selecting individuals to become Veteran Mentors. The Coordinator will be responsible for training selected candidates in skills to facilitate a mentoring session and skills specific to the Veterans Court Diversion Program. The Coordinator will also be responsible for individual and group supervision as well as scheduling mentors to be present during the Veteran's Court proceedings. The Coordinator will be responsible for identifying resources for veterans in the community and assisting with VTC participant case management including the identification and referral of potential program candidates.

#### **Responsibilities**

- Serves as the Mentor and Resource Coordinator for the Hays County Veterans Treatment Court (VTC);
- Recruits potential mentors for the VTC;
- Screens candidates and select individuals to become Veteran Mentors;
- Assists in the retention of volunteer mentors;
- Trains recruits to become mentors;
- Supervises the mentorship program;
- Schedules mentors to be present during the Veterans Court proceedings;
- Provides basic needs counseling and problem solving assistance services to Mentors;
- Prepares educational and outreach materials for the Veterans Treatment Court program;
- Assists with obtaining incentives and other needs of the participants;
- Establishes and maintains all program associated documentation and records, including confidential participant files;

- Identifies resources and coordinates with local providers of veteran and counseling services, other social service, educational, and health agencies to provide advocacy and resources for program participants;
- Collects data to assist in monitoring program protocols and procedures;
- Attends related training and VTC team/staff meetings;
- Prepares and maintains pertinent program reports and statistical data as necessary;
- Works in concert with the Military Veterans Peer Network (MVPN) via training and ongoing consultation to ensure that the VTC mentor program is in line with MVPN rules, guidelines, ethical standards, and best practices;
- Provides MVPN with all data necessary and reports that are critical to MVPN's mission to the Veteran community;
- Provides supportive services as needed to program participants including providing information, making referrals, and intervening in crisis situations as directed;
- Identifies and assist with the referrals of potential VTC program candidates from jail lists, attorneys, and other developed sources;
- Assists with VTC participant case management as needed;
- Performs other duties as assigned.

### **Knowledge Required**

- Knowledge of County Court-At-Law regulations, policies, and procedures;
- Knowledge of code of judicial conduct;
- Knowledge of federal, state, and local laws affecting operation of the Veterans Treatment Court;
- Knowledge of addiction, alcoholism and pharmacology in general;
- Knowledge of record and file maintenance practices and procedures;
- Knowledge of data collection and analysis methodology;
- Knowledge of mentorship training methods and practices;
- Knowledge of MVPN guidelines, rules, and ethical standards;
- General knowledge of social service policies and procedures and of local social services, organizations, programs, and resources available;
- General knowledge of office procedures and practices;
- General knowledge of computer equipment to include word processing, spreadsheets, databases and the ability to learn and apply specialized software programs;
- General knowledge of grammar, punctuation, and spelling;
- General knowledge of telephone etiquette and customer relations.

### **Required Skill**

- Skill in gathering, compiling, analyzing data and maintaining complex records;
- Skill in reading, understanding, and following state and local laws related to criminal procedure, civil procedure, penal code, and court administration;
- Skill in establishing and maintaining effective working relationships with program participants, team members, co-workers, outside agencies, attorneys, and the public;

- General skill in providing information and assistance to mentors, office staff, and the public;
- Skill in developing and providing mentorship training;
- Skill in interviewing techniques and public speaking;
- Skill in problem solving and decision making;
- Skill in both written and verbal communication;
- General skill in performing mathematical calculations;
- General skill in completing and implementing new forms and office procedures;
- Skill in operating standard office equipment, such as personal computers, calculators, and telephone.

#### Experience

- Be a Veteran of the United States Armed Services: Army, Marine Corp, Navy, Air Force, Coast Guard, Reserve or Guard; and served in a position of leadership;
- Must have an Honorable or General, Under Honorable Conditions Discharge and provide a DD214;
- Experience in mentor/volunteer coordination preferred.

#### Other Qualifications, Certificates, Licenses, Registrations

- State of Texas Driver's License

#### **Supervision**

Employment and performance of this position is supervised in general by the County Court-At-Law Judge, County Court-At-Law Administrator and directly by the Veterans Treatment Court Project Manager. The incumbent must be able to exercise sound judgment and wide-ranging independent action and decision making without immediate supervision to accomplish required tasks. The incumbent will be responsible for carrying out recurring assignments independently or with coordination and input from other Veterans Treatment Court team members. The incumbent is evaluated on technical accuracy along with adherence to instructions.

#### **Guidelines**

The Mentor and Resource Coordinator uses judgment in interpreting and adapting guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. This employee uses these guidelines for application to specific problems. The Coordinator ensures that the VTC Mentor Program functions according to rules, guidelines, and best practices specified and recommended by the Military Veterans Peer Network. This employee must have a strong work ethic, be able to function with a high level of independence, and be willing to travel to attend meetings, activities, and events in the local community. The Mentor Coordinator must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

#### **Emotional Demands**

This position must handle a stress level of dealing with what may occasionally be some argumentative, emotional, or mentally challenged individuals or persons in crisis, and must have the ability to remain calm and professional. The position meets with contacts both within a structured setting at Hays County facilities and at various outside agencies. In general, most

contacts are cooperative, but this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

Use his/her hands to manipulate, handle, or feel.

Reach with hands and arms.

Talk and hear.

Sit for long periods of time.

Occasionally stand, walk, kneel or stoop.

Occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. While performing the duties of this job, the employee regularly works in a normal office setting but may also travel frequently in the local community. Occasionally the employee will be exposed to a secure environment in a jail or court room setting. Crowded conditions may exist. The employee is also occasionally exposed to health or physical hazards, such as agitated, violent, or contagious individuals.

### **Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position.

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