

Circuit Court for Baltimore City Deputy Director of Medical Division

Essential Functions: The Deputy Director of the Medical Division is responsible for the planning, management, coordination, and daily operations of the Medical Services for the Circuit Court for Baltimore City. Major responsibilities include knowledge of Forensic mental health systems; Court systems; operational management; and budget preparation management. The Deputy Director's responsibilities include acting as a management liaison for the Medical Services division. This position works under the direct supervision provided by the Chief Medical Officer with general oversight of the Administrative Judge and Court Administrator.

Education: Master's Degree in Social Work and LCSW-C licensure from an accredited college or university.

Experience: Five years of experience managing or supervising large scale projects or programs including budget/fiscal management. Job-related experience should include program management preferably in the field of social work, mental health, or human/family services, health services, forensics, law enforcement and court management. Knowledge and experience handling workload and maintaining deadlines. Excellent interpersonal and writing skills required, as is the ability to exercise a high degree of confidentiality.

Essential Job Functions:

- Develop and implement divisional short and long term goals, objectives, policies and procedures in conjunction with the Chief Medical Officer
- Gather, interpret and prepare data to assist Chief Medical Officer in making programmatic decisions to move the program forward
- Knowledge of Forensic mental health systems and Court systems
- Act as the liaison with judges, court personnel, attorneys, defendants, law enforcement personnel and community organizations
- Fiscal and budgetary oversight of all divisional programs, grants and contracts including completing annual budget and sending monthly reports to relevant State agencies
- Supervision of Medical Services staff including clinical supervision of the Circuit Court Mental Health Coordinator and social worker
- Conduct training of personnel staff and Performance Evaluations
- Ensure the accurate and timely reporting and collection of data and creation of statistical reports
- Divisional liaison to the Bench, Family Court, Juvenile Court, District Court, Behavioral Health Systems, State Office of Forensic Services, Public Defender's office and detention centers.
- General administrative oversight of the FAST program
- Clinical evaluations and assessments on juvenile cases; development of court reports and clinical recommendations; clinical court testimony
- Supervision of Circuit Court hospital database and the development of community resources and treatment plans for defendants
- Skill in working with the public to include resolving conflicts, and communicating process and procedures
- Ability to plan, organize and direct office activities to maintain efficient workflow
- Cultivate and facilitate cooperative relationships with treatment providers, program and community stakeholders
- Proficiency in computer skills, grammar, maintaining files and searching materials needed

Compensation:

This is a full-time permanent position with benefits. The annual salary range is \$73,868-\$95,977.

To Apply:

Please submit a cover letter and resume to:

Ms. Jacqueline Hale
Human Resources Department
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
www.baltimorecity.gov

TTY 396-4930

****No phone calls please****

A writing sample will be requested following an interview.

A Criminal Background Check and Alcohol & Drug screening will be conducted as a condition of employment.

AN EQUAL OPPORTUNITY EMPLOYER