



**MERCER COUNTY BEHAVIORAL HEALTH COMMISSION, INC.**

**DEPARTMENT:** Forensic/MH Admin  
**EMPLOYMENT STATUS:** Full-time  
**FLSA STATUS:** Non-Exempt  
**HOURS OF WORK:** 37.5 Hours/Week

**JOB TITLE:** Program Analyst II  
Forensic/Mental Health

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**OVERALL OBJECTIVE OF JOB**

This position will support the multi-county forensic programs. Examples of such programs include, but are not limited to:

- County boundary spanners
- Mobile Competency Restoration
- Forensic Long Term Structured Rehabilitation residential program
- County Individual Support Plans

The Program Analyst will evaluate, analyze, as well as compile results of this diverse array of forensic mental health services and programs, including travelling at times to the various counties and doing a site visitation as part of contract monitoring. This individual may also be responsible for data gathering and submission to the state monthly, as well as reporting out to the nine-county administrative group and SBHM staff on the progress of any programs being reviewed or monitored, which are paid for through the base allocation in part or whole.

The Program Analyst provides oversight and coordination to the forensic LTSR Committee Meetings, including but not limited to arranging the meetings among the nine counties, as well as participating in both administrative and clinical input regarding an individual's suitability for transition to the LTSR.

**ESSENTIAL FUNCTIONS OF JOB**

The Program Analyst receives direct supervision and assignments from the Chief Executive Officer.

- The Program Analyst, through the communication and input of agencies and county administrations, facilitates and assists in facilitating forensic system planning.
- The Program Analyst coordinates and facilitates the Forensic LTSR Committee meetings.
- The position attends the local CJAB meetings and other related court meetings, meeting and interfacing with any court involved programs and projects as indicated by the CEO.
- The position is responsible for the completion and submission of monthly reports to the state and to counties regarding the progression and implementation of the forensic project on the base side.

- The Program Analyst will engage with the MCBHC fiscal department as needed, in order ascertain expenditures against contract amounts, and to be knowledgeable, in general, regarding how the funds are allocated, for what programs, and to whom.
- The Program Analyst will need to travel on occasion, to various county forensic programs and projects, to the LTSR, as well as to Torrance State Hospital, for meetings and monitoring as indicated. Travel may be to any western region county or state hospital facility and may, in future development, include counties outside the Western Region area.
- The position will support the development of appropriate grant applications pertaining to forensic programming.
- The position works collaboratively with agency management, county administration, regional and state personnel, and consumers for the advancement and improvement of the forensic mental health services in the nine-county regional consortium.

### **OTHER DUTIES OF THE JOB**

- The Program Analyst participates in department projects which support the organization's philosophies and mission.
- The position participates in activities which ensure program compliance to State and Federal regulations and to promote and enhance the quality of program service delivery.
- The Program Analyst attends department meetings, individual supervision and other agency related meetings as required.
- The Program Analyst attends and completes appropriate trainings as assigned by the immediate supervisor or recommended by the state offices.
- The Program Analyst maintains clear and timely verbal and written communication with the immediate supervisor.
- The Program Analyst works with classified information and maintains the confidentiality of such information within the scope of duty.

### **SUPERVISION RECEIVED**

Position will receive regular and ongoing supervision related to work duties and essential functions of the job. Additional supervision will be provided through individual and/or collective department meetings and work sessions.

### **SUPERVISION GIVEN**

The work is somewhat independent in nature, but scheduled and impromptu supervisions will occur as needed and can be initiated by either party.

### **WORKING CONDITIONS**

- Work indoors in limited workspace with adequate lighting, temperature, and ventilation.
- Works with average indoor exposure to noise, stress, and disruptions.
- Normal indoor exposure to dust/dirt.

- Works in conditions of potential outbursts or disruptive behavior of clients.
- Travels periodically to other work sites and agencies as needed.
- Travels periodically to trainings and meetings outside Mercer County which may involve overnight stays.

### **PHYSICAL AND MENTAL CONDITIONS**

- Must possess ability to record, convey and present information, explain procedures, and follow instructions.
- Must be able to sit for lengthy periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching, lifting, and driving as necessary to carry out essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
- Must be able to lift and/or carry items such as, laptop in case, personal briefcase, work related supplies and miscellaneous objects with a maximum weight of thirty (30) pounds.
- Must apply safe lifting and carrying practices. If an item weighs more than maximum weight limit, employee must make more than one trip to carry all necessary items to their vehicle and/or to or from designated worksites.
- Occasional exerting and/or lifting of up to 50 pounds may be required for the maneuvering of equipment or supplies to and from designated worksites.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to react quickly physically and mentally in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly to MCBHC needs and/or requests as necessary as it applies to your position.
- Must be able to meet defined deadlines and unplanned demands.

### **QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE**

- Candidate must have a bachelor's degree in psychology, mental health, criminal justice, or social work and a minimum of two years' experience in social services. Experience with this specific (forensic) population is preferred.
- Candidate must possess strong interpersonal/engagement skills, with an ability to relate to and network with a variety of county entities, court personnel, and other related individuals.
- Candidate should demonstrate the ability to critically think and analyze and be familiar with data collection and practical application of statistics.

- Candidate must possess PA Criminal Record, PA Child Abuse and Federal FBI clearances.
- Candidate must possess strong computer skill and/or knowledge, with proficiency skills in the applicable software.
- Candidate fulfilling the position must possess a strong understanding and knowledge of behavioral health and developmental services and supports.
- Candidate must possess strong writing skills with the ability to communicate field related ideas and complex concepts in written format.
- Candidate must display a high attention to detail and accuracy.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Must be able to speak and understand the English language in a manner which enables them to carry out essential job duties.
- Must possess effective communication and interpersonal and diplomacy skills.
- Must possess initiative and problem-solving skills.
- Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
- Must possess ability to maintain confidentiality regarding consumer information and records.
- Must possess the technical knowledge of operating personal computers and other office equipment.
- Must possess a valid driver's license and a willingness to travel as needed.
- Must possess ability to plan and organize work and prepare adequate records and reports.
- Must possess ability to understand and interpret laws and regulations regarding MH/ID and D&A programs and services.
- Must possess ability to apply organizational skills regarding time, paperwork, and work product.
- Must possess basic budgetary and math skills.
- The Program Analyst must possess knowledge and comprehension of all agency operations and the overall human service system provider network. The position will require strong communication, research, and critical thinking skills. The Program Analyst must exercise good project management and oversight. This position will demonstrate a high level of diplomacy and sound discretion.

## **PERFORMANCE MEASUREMENTS**

- Accomplish assigned objectives within defined timeframes.
  - Completion and submission of timely, quality Plans.
  - Sustain a high degree of consumer engagement throughout the planning process.
  - Continued progress in the development of safe, affordable housing for mental health consumers.
  - Coordination efforts regarding new mental health initiatives
  - Manage and maintain deadlines
  - High level of product accuracy
  - Manage multiple, diverse projects
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Interested candidates may submit an employment application from our website [www.mercercountybhc.org](http://www.mercercountybhc.org), or you may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

Please send application to:  
Mercer County Behavioral Health Commission, Inc.  
ATTN: Lynnett Beck, HR  
8406 Sharon-Mercer Road  
Mercer, PA 16137

Email to: [Lynnett.beck@mcbhc.org](mailto:Lynnett.beck@mcbhc.org)

Fax to: 724-893-1067

### **Affirmative Action/Equal Opportunity Employer**

In compliance with the Americans with Disabilities Act, the Employer provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.