

Forensic, Program Analyst II

This is a full-time position that 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 on a monthly basis, 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.

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.

Interested candidates may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550 or you may access the application on our website.

Applications must be received at this office by May 16, 2021.

ATTN: Karen Myers, HR
Mercer County Behavioral Health Commission, Inc.
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Mercer, PA 16137

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