

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Forensic Coordinator
Type Position:	Full Time
Salary Range:	TBD Annual Salary based on experience
Posting Length:	45 days
Posting Dates:	10-16-26 to 11-30-26
Contact Name / Number:	Stephanie Hansen 570-404-7295
Job Description:	See Attached Job Description

ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Two years of professional level experience in the field of mental health; and a bachelor's degree;
or

Any equivalent combination of experience and training.

HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 11-30-26. Late applications will not be accepted.

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: Shansen@tiogahsa.org

**TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY
& AFFIRMATIVE ACTION EMPLOYER**

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)				2. Employee Number		Position Number			
3. Department		Bureau		Division		Headquarters		Organization Code	
4. Class Title MH Program Specialist 1				Working Title Forensic Coordinator				Class Code L0751	
5. Regular Work Schedule				Position is:					
Start Time: 8:00 am		Lunch Length: .5 hr		☒ Full-Time		☒ Permanent			
End Time: 4:00 pm		Hours/Week: 40hrs		☐ Part-Time		☐ Temporary			
				Exempt Position X					
				Reports to: Name Class Title					
Days Worked (check all that apply):				Explain any schedule variations:					
S M T W Th F S				Hours listed above are the standard work week hours for this position; however, this position may require some flexibility in the hours at various times.					
☐ ☒ ☒ ☒ ☒ ☒ ☐									

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

Forensic Coordinator

This position will be housed in the Tioga County Prison (80%) and the Tioga County Department of Human Services (TCDHS) office (20%) and will work with individuals in need of D&A or MH services. This position will work independently and require minimal supervision. This position will be responsible to the TCDHS Administrator.

The Required Essential Function of the Forensic Coordinator position are:

- Conduct a generic intake with all individuals entering the Tioga County Prison in order to establish a holistic treatment plan.
- Work closely with the Tioga County Prison to continually assess the identified needs and then setting up services to meet those needs.
- Monitor program funded MH and D&A providers within the Prison to ensure they are meeting contract requirements and the Prisons' needs.
- Identify and prioritize individuals receiving treatment within the Prison.
- Provide authorization to the Providers, based upon assessment, for service delivery.
- Work with the provider to obtain all necessary paperwork for POMs and other State reporting systems.
- Assist in pre-release planning for inmates. This may include helping apply for MA for post release follow up services, updating generic intake prior to referral to TCDHS Family Services or SCA, locating housing.
- Assist with transition to State Correctional Facilities.
- Develop and conduct follow up activities with all released inmates who received service to establish a baseline of those that continue their recovery in the community, relapse or reoffend.
- Maintain accurate records of all individuals receiving service and those on a waiting list.
- Assist and coordinate services to ensure that all court required services are met.
- Conduct and participate in all program planning, analysis and development of this position and its responsibilities. Provide recommendations on any position changes based upon analysis and prepare any recommendations for policy changes.
- Responsible for operating within established budget and contract maximums and preparing requests for any amendments to either based upon statistical and financial analysis.

Name:

JOB DESCRIPTION: SECTION 6 -- Continuation Page

HIPAA Access Level:

Individuals with this access level usually receive PHI related to operations of their specific department that has been aggregated and summarized for management decision making. Information sources may include quality improvement activities, credentialing and licensing, auditing, business planning for cost management and volume projection, analysis, and others. Middle Managers have access to all client/consumer records in their entire department to monitor and evaluate diagnosis, treatment and client outcomes.

Essential functions include but are not limited to the following:

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Two years of professional level experience in the field of mental health; and a bachelor's degree;
or

Any equivalent combination of experience and training.

- Knowledge of the subcultures of drug and alcohol abuse and mental health
- Knowledge of treatment facilities.
- Knowledge of crisis intervention methods.
- Knowledge of the practices and procedures of the criminal justice system in dealing with mental health diagnosed individuals and drug & alcohol related offenders.
- Ability to develop a therapeutic relationship with clients to gain cooperation and securing client information, acceptance of the treatment plan and participation in counseling sessions.
- Ability to interpret and apply relevant laws, regulations, and policies governing agency services.
- Ability to write and update plans and other correspondence relating to specific clients.
- Ability to establish and maintain effective working relationships with clients, their families, other staff, outside agencies and institutions, and the general public.
- Ability to plan and organize work, prepare adequate records and reports, and set priorities in an effective and timely manner.
- Ability to adequately express ideas orally and in writing.
- Ability to secure appropriate transportation to facilities off-site.

Equipment and/or machines used in the performance of the above duties:

Standard Switchboard, TTD, Cyacom Telephone Systems

Personal Computer/Keyboard and related software

Photocopier

Fax Machine

Shredder

Standard small office equipment (stapler, scissors, etc.)

Calculator

7. Briefly describe how work is assigned to this position and how the work is reviewed.

This position answers directly to the TCDHS Administrator. The position functions in a relatively independent manner, the incumbent is expected to know what their duties/responsibilities are, complete them, and keep the supervisor apprised of program flow. Any deviations from routine tasks are discussed with the supervisor before action is taken.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of __ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

