

## **Probate Liaison**

**Starting Salary: \$50k annually**

### **Position Summary**

The Probate Liaison serves as the primary clinical contact between the agency and Probate Court, managing court-ordered evaluations, hospital aftercare coordination, and transition services to outpatient care. This role ensures compliance with DMH standards, court requirements, and agency policies while providing direct clinical services to clients. The position requires strong clinical judgment, courtroom professionalism, and attention to documentation and regulatory timelines.

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### **Minimum Qualifications**

- Master's Degree in one of the Behavioral Sciences
  - Medicaid eligibility
  - Valid Alabama driver's license with acceptable driving record
  - CPR, First Aid, and SAMA certification (or ability to obtain upon hire)
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### **Key Responsibilities**

#### **Probate Court Liaison Duties**

- Manage aftercare services for clients released from hospitals or inpatient facilities
- Conduct psychosocial evaluations for clients pending admission to treatment facilities
- Exercise sound clinical judgment regarding referrals and level of care
- Provide expert witness testimony at court or attorney request
- Maintain consultation with community agencies
- Ensure all information related to petitions, hospitalizations, and commitments meets DMH Gateway requirements
- Report billing information related to Court Screenings within one business day of final hearings
- Ensure all court and hospital documentation (petitions, assessment orders, hospital records, physician recommendations, etc.) is properly entered into the electronic health record
- Respond promptly and appropriately in emergency situations
- Participate in agency emergency on-call rotation as assigned
- Ensure outpatient staff receive updated petition status, diagnosis, medication, and insurance information prior to client transition

- Obtain appropriate releases of information prior to transition to outpatient services
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### **Direct Clinical Services**

- Conduct comprehensive intake interviews
  - Render accurate diagnoses in accordance with DMH standards
  - Provide individualized therapy according to accepted professional standards
  - Follow up with clients when missed or cancelled appointments impact continuity of care
  - Complete documentation within one working day of clinical activities
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### **Community Liaison & Education**

- Provide professional consultation and educational presentations to community agencies
  - Tailor presentations to meet audience needs
  - Serve as a positive advocate for mental health services
  - Represent Central Alabama Wellness professionally at all times
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### **Professional Development**

- Participate in workshops, in-service training, and Quality Assurance reviews
  - Remain current with professional literature and best practices
  - Utilize staff members for consultation and collaborative problem-solving
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### **Required Skills & Competencies**

- Strong knowledge of court procedures and mental health standards
  - Excellent documentation and time-management skills
  - Professional courtroom demeanor
  - Ability to manage emergency and crisis situations
  - Strong communication and collaboration skills
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### **Work Environment**

- Office, court, hospital, and community-based settings

- Participation in on-call rotation required

## **Probate Liaison (Therapist I)**

### **Full-Time | Reports to Clinical Director**

Central Alabama Wellness is seeking a qualified and motivated Probate Liaison to serve as the primary clinical contact for Probate Court matters while providing direct mental health services. This position coordinates court-ordered evaluations, hospital aftercare, and transitions to outpatient services, ensuring compliance with DMH standards and agency policies.

**Location: Court, hospital, and community-based settings**

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### **Minimum Qualifications**

- Master's Degree in Behavioral Sciences
  - Medicaid eligibility
  - Valid Alabama driver's license
  - CPR, First Aid, and SAMA certification (or ability to obtain)
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### **Key Responsibilities**

- Conduct psychosocial evaluations and court screenings
  - Provide expert witness testimony when requested
  - Manage hospital aftercare and outpatient transitions
  - Ensure accurate, timely documentation (within one working day)
  - Maintain compliance with DMH Gateway and court requirements
  - Provide individualized therapy and crisis intervention
  - Participate in on-call rotation as assigned
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### **What We're Looking For**

- Strong clinical judgment and documentation skills
- Professional courtroom demeanor
- Ability to manage emergencies and multiple deadlines
- Excellent communication and collaboration skills