

## **Job Title: Mental Health Team Assistant – Public Defender’s Office**

**Department:** Mental Health Unit

**Location:** Boerne, Texas

**Job Type:** Full-time

**Salary:** \$52,500

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### **Position Summary:**

The Mental Health Team Assistant will work closely with a licensed social worker and attorneys within the Public Defender’s Office to provide support services to indigent clients facing criminal charges. This position plays a key role in helping clients access community-based resources, such as addiction treatment, mental health services, housing, employment assistance, and diversionary programs. The Assistant will also support efforts in sentence mitigation by helping gather relevant social history and program compliance documentation.

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### **Key Responsibilities:**

- Assist social worker in conducting client assessments to determine service needs.
  - Help clients navigate and access resources such as:
    - Substance abuse treatment programs
    - Mental health counseling
    - Housing and shelter services
    - Employment and vocational training
    - Reentry and community reintegration services
  - Accompany clients to appointments or court-mandated programs when necessary.
  - Track client progress in treatment or diversion programs and provide updates to the social worker and legal team.
  - Assist in collecting records and documentation (medical, educational, criminal history, etc.) for use in sentencing and mitigation reports.
  - Help clients understand and comply with court-ordered conditions, such as probation requirements or participation in rehabilitation programs.
  - Maintain accurate case notes, logs, and reports in accordance with confidentiality and legal standards.
  - Serve as a liaison between clients, community providers, attorneys, and other stakeholders.
  - Participate in team meetings and case conferences as needed.
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## **Qualifications:**

### **Required:**

- Strong communication, organizational, and interpersonal skills.
- Ability to work with individuals from diverse backgrounds with empathy and without judgment.
- Valid driver's license and reliable transportation (some fieldwork required).
- Ability to pass background check and clearances required by the Public Defender's Office.

### **Preferred:**

- Associate's or Bachelor's Degree in Social Work, Psychology, Criminal Justice, or related field.
  - Bilingual or multilingual skills.
  - Familiarity with trauma-informed care, harm reduction, or motivational interviewing techniques.
  - Experience working in a legal, social services, or criminal justice environment.
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## **Working Conditions:**

- Office and field-based work, including courthouse visits, treatment centers, and shelters.
  - Fast-paced environment dealing with clients in crisis or with complex social and behavioral health needs.
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## **Why Join Us?**

By joining the Public Defender's Office as a Mental Health Team Assistant, you will play a vital role in advocating for justice and dignity for some of the most underserved members of the community. This is a unique opportunity to make a meaningful difference in the lives of individuals while gaining experience in social work, criminal justice, and public service.

## **Application Information:**

An Application must be completed for each position. No résumés accepted in lieu of an application form. Applications can be downloaded from the Human Resources Department section of the Medina County website: [www.medinatx.gov](http://www.medinatx.gov) and returned to: [hr@medinatx.gov](mailto:hr@medinatx.gov) or visit our Human Resources office at 1300 Avenue M, Room 130 between the hours of 8-12 & 1-4, Monday through Thursday and Friday from 8-12 & 1-3. A background check will be required of finalist. New or rehire potential employees will be required to provide documentary proof of their eligibility for employment. Medina County is a public employer; therefore, all applications are public information.