Contractor Position - Mental Health Review Officer

Location: Philadelphia, PA
Per Diem Salary: $500 for one day of hearing, $300 for one half day
Filing Deadline: 12/02/2026

Description

The Mental Health Review Officer is responsible to meet and report to the President Judge, First Judicial District staff, and coordinators of the Civil Mental Health Program on issues affecting the operations of the Mental Health Program. This is a 1099 Contractor non-employee position.

Salary is per Diem: $500 for one day of hearing, $300 for one half day of hearings (Detention Center)

How to Apply

- **Candidates must complete an application and upload a resume on our website at https://fjdcareers.phila.gov/cyberweb and click on Apply Now button to create an account or to log into their existing account.**
- **Application deadline is December 2, 2026**

Typical Duties

- Conduct legal proceedings, conferences, or hearings, concerning involuntary mental health hearings, extended involuntary emergency treatment, court-ordered involuntary treatment, or transfer hearings consistent with the requirements of the Mental Health Procedures Acts of 1966 and 1976, as amended, case law and controlling local rules.
- Responsible for all clerical support needs required by the position, including the recording of the proceedings utilizing software provided by the Court, (i.e. Zoom, Mental Health E-Filing System) or in any other manner determined by the Court, and conducting hearings utilizing the Civil Mental Health Electronic Filing System, and the entry of appropriate certifications or other orders, and the filing of same electronically as required by Philadelphia Civil Rule No. 7109.1, or as may be otherwise provided from time to time by the Court.
- Meet and report to the President Judge, First Judicial District staff, and coordinators of the Civil Mental Health Program on issues affecting the operations of the Mental Health Program.
- Ability to provide the Court with Tax ID number, and current: address, electronic mail address, telephone number and cell phone numbers where the Mental Health Review Officer may be reached as needed.
- Ability to provide the Court with monthly availability as needed for the preparation of the monthly hearing schedule established by the Court for each hearing site. Said schedules are distributed by the Court monthly, and upon issuance, the assigned MHRO must inform the Court at least 48 hours in advance of any schedule change in the event of unanticipated emergencies.

Qualifications

1. Graduate of an accredited law school.
2. Five years prior work experience as an attorney.
3. Member of the Pennsylvania Bar in good standing.
4. Successful completion of a criminal background investigation.
5. Knowledgeable in all respects with the Pennsylvania Mental Health Procedures Acts of 1966 and 1976, as amended, all applicable local rules, and the operations and procedures of the Philadelphia Court of Common Pleas as it relates to the Mental Health Procedures Act.