



JOB ANNOUNCEMENT ACC/5

Veterans Court Case Manager (Part-time)

Accountability Courts

FLSA: Non-exempt

JOB SUMMARY

This is a part-time position working for the Appalachian Judicial Circuit Veterans Court in Northwest Georgia. The Case Manager position is responsible for providing comprehensive supervision and case management of assigned Veterans Court cases. Position requires military leadership experience motivating and guiding justice involved veterans to successfully complete the Veterans Treatment Court Accountability Program. Join a team dedicated to assisting veterans in recovery, and positively changing lives. Case Managers receives \$19 to \$23 hourly for 29-hour work week. Schedule is flexible with some scheduled meetings and periodic court reviews.

MAJOR DUTIES

- Screens and processes all assigned incoming cases through case disposition.
- Ensures participants follow court requirements; monitors sanctions to ensure completion.
- Prepares various written reports; maintains accurate documentation, including case plans, chronological notes, exit plans, and follow-ups.
- Performs drug screening procedures.
- Manages electronic database system by entering notes and data into the system.
- Stays abreast of each Veteran's issues/challenges and his/her status in the program.

MINIMUM QUALIFICATIONS

- Military experience leading uniformed service members. First Sergeant and/or Command Sergeant Major (or equivalent) experience is highly desired.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a post-secondary education.
- Sufficient experience understanding the basic principles relevant to the major duties of the position (Note: military leadership experience (E-8 and above) meets and exceeds this requirement).
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

KNOWLEDGE PREFERRED BY THE POSITION

- Military leadership experience. Former First Sergeant / Command Sergeant Major (or equivalent).
- Detailed knowledge of military culture, leadership, and application of service core values.
- Knowledge of community resources and Veterans Affairs services and procedures.
- Skill in analytical problem solving and the development and implementation of solutions.
- Skill in oral and written communication and preparation of clear and concise reports.

LOCATION

The position is in Northwest Georgia (Pickens, Gilmer and Fannin Counties). A popular tourist location in the Appalachian Mountains with amazing boating, hiking, hunting, fishing, camping, and horseback riding activities, just one hour north of Atlanta. The area is an ideal vacation and retirement location.

CONTACTS INFORMATION

Please submit resume, cover letter and DD-214 to Chris Holt Veterans Court Coordinator at cholt.ajcaccountabilitycourts@yahoo.com or call 706-301-8483. Alternate Point of Contact (POC) is John Di Renzo at jdirenzo.ajcaccountabilitycourts@yahoo.com or call 706-301-8906.