

South Enotah Felony Drug Court  
Case Manager

**Salary**

Salary commensurate with experience for 25-40 hours weekly

**Job Summary**

- Monitors defendants placed in the Felony Drug Court. Advises defendants of program requirements/conditions. Maintains records of defendants' residences, employment, etc.
- Collects and administers urine, saliva, or breath samples for drug/alcohol testing, interprets test results and reports the results to the Court. Reports violations of compliance and non-compliance to the Court.
- Establishes and maintains participant file until case is either terminated or completed successfully. Enters case information into computerized case management system. Monitors status of cases throughout the court process. Attends weekly staffings and court sessions.
- Testifies at court hearings regarding violations, policies, procedures, or other issues.
- Performs front office receptionist duties including greeting visitors and answering the phone. Updates weekly court spreadsheet regarding participant progress, sends to treatment provider for further updates. Reviews 12 step meeting sheets from each defendant weekly to ensure proper documentation. Maintains log of court-imposed sanctions and ensure compliance.
- Adds weekly sanctions/incentives/leaves to each participant's log maintained in staff notebook and case management system. Reviews participant job verification monthly and update court regarding compliance. Prints certificates for weekly phase moves and graduation.
- Communicates with other team members regarding new candidates eligibility and interest in the program. Identifies and maintains contact information for local resources (i.e. AVITA, employment, social services).
- Attends workshops, conferences, and classes to increase professional knowledge.
- Ensures compliance with all federal, state, and local laws, ordinances and requirements, including those pertaining to drug and alcohol treatment and confidentiality.
- Assists DC Coordinator in the preparation of court calendars and events to include staffing, DC court sessions, team members, and graduation ceremonies, and perform DC Coordinator duties in her absence.
- Makes necessary referrals to external resources and documents attendance.
- Utilizes appropriate boundaries and professionalism while working with a diverse population.
- Performs other related work as required and to be further defined.

**Duties to be Performed:**

- Receives referrals and discuss expectations with clients, if necessary
- Compiles a written report of findings including recommendations; evaluates the information and makes decisions within established policies and standards; provide crisis intervention services; maintains case files, intakes and contact logs as well as the offender's statistical database accurately and in a timely manner; keeps current on applicable laws and regulations, as well as clinical developments within a professional area of knowledge; maintains professional levels of communication with internal and external contacts.
- Reviews arrests daily for possible Drug Court candidates
- Interviews, screens, and gathers demographic information on offenders whose charges qualify for the court program.
- Briefly explains court program to interested offenders.
- Notifies the District Attorney's Office of offenders who meet basic eligibility requirements.
- Maintains contact with defendant's treatment provider to verify compliance.
- Assists participants with life skills such as time management, job hunting, and budgeting.
- Researches employment and community service opportunities for participants.
- Maintains paper and electronic files on participants.

**Desirable Knowledge and Skills:**

- Knowledge of court system and legal processes.
- Knowledge of drug and alcohol dependency, casework practices, mental health disorders, dynamics of domestic violence, and similar issues likely to appear in participant population.
- Considerable skill in dealing effectively with mental health and substance abuse offender's behaviors; considerable skill in documenting behaviors and maintaining accurate records.
- Ability to interpret rules and policies for decision-making in accordance with precedent set by Judge.
- Ability to communicate clearly both verbally and in writing.
- Skill in compiling, summarizing, and presenting statistical data.
- Skill in using computers, standard office equipment, standard software applications, and specialized management systems.
- Skill in interpersonal communications in a collaborative format and exercising sound judgment while keeping within current standards and practices.
- Ability to establish and maintain productive relationships with DC team members, court participants, other Superior Court personnel, and the public.

**Additional Requirements:**

The position requires a valid Georgia driver's license and private vehicle for periodic travel to the Lumpkin, White, Dawson, and Hall County Jails for interviews, the treatment provider's office and for training. The candidate must attain drug testing certification. This is a contracted grant funded position with no benefits.

Please submit resumes by June 30<sup>th</sup>, electronically to [megan.southenotahdcm@gmail.com](mailto:megan.southenotahdcm@gmail.com) or through USPS to 325 Riley Road, Room 210, Dahlonega, Georgia 30533.