

**Title:** DUI Treatment Court Litigation Manager**Class Code:** 303284**Salary Range:****EEO Code:** B**FLSA Status:** Exempt**JOB SUMMARY**

Supervises a case load managing the care of behavioral health Participants who become involved in the courts. This position is responsible for providing administrative, clerical, and case management support to the DUI Treatment Court Program Behavioral Health Program Manager (Behavioral Health Program Manager) within the State Court, Accountability Courts program. The incumbent will work directly with individuals diagnosed with substance use or other mental health disorders. This position works under the supervision of the Behavioral Health Program Manager.

ESSENTIAL DUTIES

This job description indicates, in general, the nature and level of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities. Incumbent may be asked to perform other duties as required.

Primary Duties:

- Manages assigned client caseload, including interpreting and enforcing policies and procedures, resolving issues, and administering disciplinary action as required
- Consults with assigned staff regarding clinical procedures
- Provides crisis intervention and stabilization
- Conducts RISK/NEEDS assessment
- Conducts clinical evaluations
- Initiates case follow-up
- Assesses client progress toward goals and monitors compliance
- Evaluates the effectiveness of clinical services
- Audits client charts for staff compliance with established documentation and standards
- Coordinates and makes referrals with inter- and intra-agency services for participants
- Responsible for reviewing program compliance, identifying problem areas, and recommending changes to improve program performance and services
- Responsible for the eligibility process
- Tracks participant demographics and program status for grant reporting
- Prepares, updates, and maintains offender files in an orderly manner
- Maintains databases for DUI Treatment Court
- Coordinates with treatment provider on updating court information
- Provides necessary information to treatment providers and other team members
- Oversees drug screening process: recording information and reporting information to the team
- Observe and collect drug screen as needed
- Primary Case Manager for residential placements of participants

Job Description



DUI Treatment Court Litigation Manager

- Provides necessary information to residential treatment providers
- Obtains information from residential treatment providers for accurate, up-to-date records
- Attends weekly status review meetings and court sessions
- Prepares materials for staffing meetings
- Responsible for accurate maintenance and timely updates of the participant fee database
- Provides accurate reports to the Behavioral Health Program Manager to facilitate fulfillment of grant objectives
- Prepares graduation certificates and programs
- Prepares phasing certificates
- Keeps track of program sanctions and incentives for participants
- Maintains confidentiality of sensitive materials and information as outlined in state and federal regulations including HIPAA and CFR 42 and agency policy; Upholds ethical code and expectations as outlined by agency policy and professional licensing/accreditation boards, as applicable
- Reviews and reprioritizes complex and urgent case issues
- Disseminates and provides information to the treatment team and participants in team discussion of participants' goals, objections, motivations, and compliance
- Participates in all required trainings and effectively utilizes training materials in current work assignments
- Provides psycho-educational instruction in areas such as social skills, communication skills, parenting skills, mental illness management, relapse prevention, and drug and alcohol education
- Develops standard operating procedures for assigned function area
- Serves as an agency liaison to the community; creates networks in the community by participating in community organizations, meetings, activities, and events related to behavioral health

Court Administration: Provides administrative assistance to the Behavioral Health Program Manager who is charged with orchestrating multi-faceted services required to ensure maximum efficiency of operation of the Program. Attends all status review meetings, reporting on caseload progress to the team; in court, updates spreadsheets/database per court session reporting; facilitates sanctioning by the judge.

Case Flow Management: Creates and maintains accurate files on all participants referred to the Fulton County DUI Treatment Court Program. Tracks all participants from beginning involvement to completion or termination. Creates a case management plan for each participant and monitors for compliance. Provides updated information regarding non-compliant offenders to the team. Maintains high level of confidentiality in the office as per federal regulations. Enters accurate data in the case management system.

Supervisory Controls: Incumbent must perform duties without extensive supervision. Work is assigned in general terms, requiring the incumbent to determine the process by which the work should be completed. Adheres to standing instructions of the Behavioral Health Program Manager.

Complexity: The work ranges from low to high level of tasks to providing complex, extensive, and professional work for DUI Treatment Court. In addition, the work of this position involves performing

Job Description



DUI Treatment Court Litigation Manager

various administrative and accounting duties. A high degree of time management skills are necessary in this position.

Scope and Effect: The purpose of the work is to perform various clerical, administrative, and fiscal duties needed to provide multi-faceted support to the Behavioral Health Program Manager. The work product or service provided by the incumbent affects the accuracy, reliability, or acceptability of further process or services from DUI Treatment Court. Successful implementation of the work can result in the continuance of funding. Errors in this area will be problematic in relation to continued funding and the ability of the DUI Treatment Court to successfully change the way that the criminal justice system deals with offenders with a substance related problem.

Personal Contacts: Contacts are typically with coworkers, Judges, staffs of Judges, Prosecutor, Public Defender, Probation Services, Law Enforcement, Treatment Providers, County agencies, Community agencies, attorneys, criminal defendants, and the general public.

Purpose of Contacts: Contacts are typically to obtain, clarify, or give facts of information and to provide services.

Fiscal Administration: Responsible for maintenance of fees in the Program, including maintaining spreadsheet of individual participant progress/lack of progress in payments; recording deposits and delivering the totals to the Behavioral Health Program Manager for verification.

QUALIFICATIONS

Knowledge, Skills, and Abilities:

General knowledge of County organizational structure and Treatment Services basic operations. Principles and practices of client confidentiality. Principles and practices of behavioral health case management. Laws, rules, and regulations governing behavioral health programs. General office practices, procedures, equipment, and technology. Organizing and prioritizing work. Interpreting and enforcing rules, regulations, policies, and procedures. Analyzing complex data related to clinical findings. Interviewing and assessing Participants, developing appropriate case management plans, and prioritizing client needs based on collected information. Interacting effectively with participants from diverse socioeconomic and cultural backgrounds. Providing effective crisis intervention and behavioral health case management. Providing life skills development and support. Documenting information gathered from participants. Applying prevention and intervention strategies. Coordinating behavioral health program activities. Understanding, using, and explaining Court-specific computer applications to manage court processes, gather and analyze statistics, and create reports. Preparing and delivering effective presentations. Communicating effectively in writing. Building sustainable working relationships with other County personnel, officials, and the public. Communicating effectively with coworkers, supervisor, and the public. Generating enthusiasm and support for program objectives. Demonstrates proficiency in oral and written communications. Extensive experience and skill in developing effective working relationships with other departments and the general public. Demonstrates skill in developing and maintaining positive customer relations. Extensive skill in operating a personal computer, various software applications, Internet, and multimedia program.

Job Description



DUI Treatment Court Litigation Manager

Preferred -Techniques used in psychopathology and diagnostic interviews. Diagnostic and Statistical Manual ' Five Edition (DSM-V) diagnostic impressions. Theories and methodologies in personality and psychotherapy. Life span developmental theories and methodologies. Medical and pharmacological terminology. Prevention and intervention treatment models. Principles and practices of psychotherapy. Techniques used to conduct individual, group, and family therapy. Principles and practices of conducting clinical evaluations.

Education and Experience:

Bachelor's degree in Psychology, Criminal Justice, Sociology, or Business Administration is preferred. Experiential requirements include two continuous years of administrative or case management experience and any combination of education and experience that provides the required knowledge and skills. Incumbent must be able to work in the fast-paced environment of the courts under limited supervision. Must be detail-oriented and work well under pressure. Must be familiar with HIPAA and Federal Confidentiality rule 42 CFR regulations.

Preferred qualifications- Master's degree in psychology, social work, or related field supplemented by training as a social worker, professional counselor, marriage and family counselor, psychiatric nurse, psychologist, or rehabilitation counselor. Incumbent seeking licensure must be under the supervision of a licensed professional. Experience in working with the criminal justice population.

Licensing Requirements:

May require valid Georgia Driver's License. May require State of Georgia License as a professional counselor, clinical social worker, marriage and family therapist, psychologist, psychiatric nurse, or rehabilitation counselor.

Physical Requirements:

Work is typically performed in an office-like environment. May work in high conflict situations and with difficult, sometimes dangerous parties. Positions in this class typically require sitting, standing, walking, fingering, driving, talking, hearing, and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

EXAMINATION:

The examination will consist of an evaluation of education and experience accomplished by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be rated as qualified. If selected, an official, accredited college transcript is required for all degrees/course work used to qualify for this position.

TO APPLY:

Resumes with letters of interest may be sent to the State Court Administrator's Office via email:
crystal.wilder@fultoncountyga.gov