

Cordele Circuit Adult Felony County Drug Court

JOB TITLE: CASE MANAGER

DEPARTMENT: Cordele Circuit Drug Court

JOB SUMMARY:

This position is responsible for evaluation of need and development of working plan of action and requirements for participants that incorporates community resources, employment and education resources and ancillary services; report monitoring, status reports and supportive intensive supervision with participants in the Drug Court Program.

Communication and liaison with the criminal justice system, treatment providers, and other referral sources are other key components of this job.

MAJOR DUTIES:

- Monitors participants in the drug court.
- Collects samples for drug testing. Orders tests in case management system.
- Manages case files; establishes and updates case files; enters case information into case management system.
- Monitors status of cases throughout the court process.
- Attends court sessions and other relevant hearings.
- Provides follow-up services, ongoing non-clinical assessment, and case management to participants in the Drug Court Program including symptom and resource services, medication compliance (pill counting/drug testing) and skills assessments using interviews and approved screening tools. This may involve linking to existing resources or developing resources to meet identified needs (clothing/food/medical/educational/ transportation, etc.).
- Presents information and recommendations to the drug court team for use in monitoring compliance and treatment plan reviews for participants.
- Provides intensive monitoring compliance with Court mandates through a variety of participant and agency contacts including treatment services, law enforcement and probation.
- Provides ongoing education, support and information sharing to consumers and families involved with the consent of the participant
- Records and documents data used in tracking procedures for outcome measures, including those needed for grant and State records reporting.
- Collects, documents and submits fees paid by participants.
- Performs other related work as required.

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of behavioral health treatment for persons with addictions and psychiatric disorders.

Knowledge in development and management of case management plans for persons with addiction and psychiatric disorders.

Knowledge of community resources needed for target population and skill in development of resources on an individual basis.

Knowledge of court operations.

Knowledge of law enforcement and community supervision (Probation/Parole) functions and limitations.

Skill in written and oral communications.

Skill in dealing with the public.

Skill in scheduling, educating others and planning and resource exploration and development.

Skill in operating a variety of office equipment such as computer, calculator, fax, and copier.

PREFERRED MINIMUM QUALIFICATIONS:

Associate's degree from an accredited college or university with course work emphasis in Criminal Justice; the social sciences or a related field; supplemented by one (1) year previous experience and/or training involving law enforcement, probation, the criminal justice system, court procedures, case management and personal computer operations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

- Must obtain and maintain valid Drug/Alcohol Testing certification.
- Must possess and maintain a valid Georgia driver's license.

SALARY AND APPLICATION INFORMATION:

This is a grant funded, part-time contract position. Salary will be commensurate with experience level, but will not exceed \$19.23 per hour. To apply, submit your resume to cordeledc@eighthdistrict.org. Resumes will be accepted until the position is filled