

JOB ANNOUNCEMENT

OCMULGEE JUDICIAL CIRCUIT ADULT TREATMENT COURT COLLABORATIVE

Position: Accountability Court Case Manager

Recruitment Period: Open until filled

Salary: This is a grant-funded, contract position. No benefits are available. Compensation will vary based on the experience and credentials of the successful applicant.

Time: 40 hours per week
Office located in the Ocmulgee Judicial Circuit

Position Summary

The function of the Case Manager is to provide day-to-day individual case management planning and other related duties for program participants. The Case Manager should work well in a team setting and demonstrate excellent leadership qualities.

Essential Duties and Responsibilities

The following are normal for this position and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

This position works directly under the supervision of the Coordinator and/or presiding Judge and assists with coordinating, arranging and administering the various facets of the Accountability Court; interacts with program participants, including providing a variety of assessments/screenings on potential candidates, monitoring program compliance and progress throughout the program; case management services including individual treatment planning (initial and discharge) and referrals for ancillary services; attends team staffings and court sessions; interacts with judicial officials, other judicial branch employees in various aspects of program operations; prepares reports and correspondence related to program activities; maintains records of program participants; assists the Coordinator in developing policies, procedures and guidelines for program; coordinates special projects, events and activities as assigned; develops and initiates various reports from the program case management system and assists with all reporting requirements when needed.

Desirable Knowledge and Skills:

- Knowledge of mental illness, relapse prevention, substance use/addiction and case management practices;
- Knowledge of community treatment providers and services, including treatment modalities and evidence-based curriculum (CBI-SA, MRT, T4C);
- Knowledge of social and psychological issues regarding substance use and addiction;
- Skill in interpersonal communications in a collaborative format;
- Skill in documenting behaviors and maintaining accurate records;

- Considerable skill in multi-tasking with efficiency and accuracy;
- Considerable skill in working independently in a fast paced, stressful environment.

Minimum Training and Experience Required

A Bachelor's degree and a minimum of two (2) years experience working in an accountability court or the criminal justice field is preferred. An equivalent combination of education, including a Bachelor's degree in psychology, sociology, criminal justice, human services or a related area, and experience may be considered. Knowledge of national best practices for Drug Courts and the Standards for Georgia Accountability Courts is preferred.

Additional Requirements

The position requires a valid Georgia Driver's License and private vehicle for travel. Applicant will be required to pass a background check as a condition of employment which will include a criminal records check, driving history, drug testing, and past employers check.

Submit resume and cover letter to:
Ocmulgee Circuit Accountability Courts
Attn: Rebecca Almand
P.O. Box 1050
Milledgeville, Georgia 31059
Email: ralmand@eighthdistrict.org