

## DeKalb County DUI Court Stone Mountain Circuit

**Position:** Bilingual Case Manager (Spanish/English)

**Salary:** Grade 16 - \$50,325 - \$55,357 (Starting Range)

**Benefits:** Full-Time position with county benefits

The DUI Court Bilingual Case Manager's primary responsibility is to ensure that all program participants are fully informed of all rules, regulations, and policies of the Program as well as monitoring each Participant's progress throughout the Program and being available to assist as needs arise. The case load assigned to this position will be both English and Spanish speaking participants.

The Case Manager also schedules and distributes the DUI Court calendar to the DUI Court Team and is the "central clearinghouse" for all other information and communication, both for the staff and the Participants. The Case Manager maintains records of Participants' residence, employment, payments, and other information and manages and updates all Participant files and can administer drug and alcohol screens. Other responsibilities of the Case Manager include assisting Participants in finding ancillary services in the community, updating their resumes, assisting in obtaining information regarding their license suspensions and informing them of phase movements and reviewing the requirements of their case management plans with them.

**Essential Functions:** *The following duties are normal for this position but is not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.*

- Manages and coordinates the orientation process for Program applicants by conducting Program overview for all referred participants; Meets with participants on a regular basis for ancillary referrals, program requirements and administrative issues.
- Schedules and coordinates meetings, interviews and case management plans for active participants with assigned counselors and Treatment Coordinator; Assists Program participants in preparing payment plans; Manages and records all data regarding participant's compliance/non-compliance with Program and Court requirements.
- Builds partnerships with community organizations to develop referral resources.
- Records data in the case management system in accordance with grant requirements.
- Assists with observing and collecting participant drug screens; Maintains proper chain of custody and control of collected specimens in accordance with established procedures and protocols.
- Handles incoming calls and answers questions regarding Program requirements, case transfers, and Program policies and procedures.
- Maintains and updates all data for staffing and court procedures; Prepares the calendar/report for court sessions.
- Directs participants to the Treatment Coordinator, Program Director or Program Probation Officer as issues or questions arise; Maintains and files participant's chart, records and documents related to Program requirements and/or treatment.

- Assists with day-to-day operations of the Program, including taking and recording of participant fees, managing and updating participant calendars, answering phones and assisting with any special events or additional projects.
- Assists in managing participant sanctions, days of incarceration, incentives, balance and owed assignments; Assists in developing sanctions and incentive charts; Orders, manages and distributes tangible incentive items; Creates, manages and distributes non-tangible incentive items.
- Receives travel requests from participants and forwards information to the Team; Communicates with participant regarding the granting or denying of travel requests and makes the necessary arrangements for out of town screens.

**Preferred Minimum Qualifications:**

Bachelor's degree in criminal justice, Psychology or related field; two (2) years of experience working in an accountability or alternative court program, including experience working with the criminal justice population and counseling/case management.

Direct experience and knowledge of the accountability court model, substance abuse treatment and community health disciplines is highly desirable.

Ability to communicate effectively in English and Spanish.

Send resumes to [swhaley@dekalbcountyga.gov](mailto:swhaley@dekalbcountyga.gov) by August 1, 2024.