

# JOB NOTICE



## Drug Court Case Manager

### Juvenile Court

**\$63,174 - \$73,440\***

*\*Commensurate with experience and HR Policy*

#### **Position Summary:**

The Gwinnett County Administrative Office of the Courts is seeking a Drug Court Case Manager in Juvenile Court. This program targets juvenile offenders who may benefit from judicial and community-based interventions meant to provide the youth with the life skills needed to maintain education, develop and work towards the successful completion of goals, reduce substance abuse, and strengthen the family unit. The position is responsible for the overall coordination, management, administration, and operation of the Juvenile Drug Court Program.

#### **Essential Duties and Responsibilities:**

- Collaborate with the Drug Court Judge in promoting and advancing the program;
- Ensure grant compliance; research and apply for grants and other potential funding opportunities;
- Provide leadership in moving Drug Court toward best practices and ensure adherence to those standards;
- Develop policy and procedure manuals, handbooks, and forms for program use and reference;
- Maintain cooperative relationships with treatment agencies, the Division of Family and Children Services, attorneys, community organizations, and other involved partners;
- Work closely with partners to identify new referrals and coordinate the referral process;
- Track participant progress through the program, facilitate needed services and make recommendations on appropriate behavior responses;
- Facilitate pre-court staffing, prepare team notes and judicial orders;
- Attend and participate in conferences, court hearings, meetings and committees as needed;
- Ensure data collection and case notes are entered accurately, completely, and timely;
- Oversee the maintenance of records in accordance with local, state, and federal statutes.

#### **Qualifications:**

- Bachelor's degree in Social Work, Criminal Justice, Psychology, or a related field;
- Two (2) years working experience within the social service or criminal justice environment.

#### **Preferred Qualifications:**

- Minimum of two (2) years experience working with youth and substance abuse treatment, and managing caseload;
- Familiarity with the juvenile justice system, juvenile partners, and stakeholders;
- Knowledge of substance use disorders, recovery processes, and current assessment tools;
- Strong communication and organization skills, ability to work effectively in a team.

The applicant selected for the position is subject to a criminal background check.

#### **TO APPLY:**

Submit your resume to: Stephanie Morrison, Assistant Court Administrator, Gwinnett Juvenile Court at [stephanie.morrison@gwinnettcourt.com](mailto:stephanie.morrison@gwinnettcourt.com).