

Job Description Format

JOB TITLE: CASE MANAGER

DEPARTMENT: HENRY COUNTY ACCOUNTABILITY COURT
(Drug Court, Mental Health Court and Veterans Treatment 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 of the Henry County Accountability Court (HCAC) programs (Drug Court, Mental Health Court and Veterans Treatment Court-not all three at once). Communication and liaison with the criminal justice system, treatment providers, and other referral sources, are other key components of this job. The position is a surrogate to the role of probation officer for misdemeanor participants who would otherwise report to Sentence Enforcement if applicable.

MAJOR DUTIES:

- Provides follow-up services, ongoing non-clinical assessment, and case management to participants of HCAC 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 staff-team and Superior and State Court judges 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. As the surrogate for Sentence Enforcement, supervision of conditions of probation are managed.
- Provides ongoing education, support and information sharing to consumers and families involved in HCAC.
- Records and documents data used in tracking procedures for outcome measures, including those needed for grant and State records reporting.
- Performs tasks directed by Judge and Director as needs are identified with participants.
- Collects, documents and submits fees paid by participants.
- Files legal documents for law enforcement processing, court and records purposes.
- Specific to Mental Health Court: home visits and liaison to Community Service Board treatment staff
- Specific to Veterans Treatment Court: VJO Specialist, Veterans Administration and Veterans Support Groups interaction and information share

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of behavioral health treatment for persons with addictions and psychiatric disorders including Veterans who are chosen to participate in the HCAC.

JOB TITLE: CASE MANAGER

DEPARTMENT: HENRY COUNTY ACCOUNTABILITY COURT

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 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.

SUPERVISORY CONTROLS: The Director of Accountability Court assigns work in terms of providing general instructions and requiring the Case Manager to use discretionary judgment in applying established procedures, laws and practices to job tasks. The Case Manager is responsible for planning work and resolving conflicts that arise in conjunction with the Assistant Director and/or Behavioral Health Clinician when the Director or Assistant Director is not available for consultation which may include decisions in the field (home/work). The position reports to the Director of Accountability Court.

GUIDELINES: Guidelines include federal and state laws, county policies and procedures, codes and ordinances, standard operating procedures, personnel policies and procedures and guidelines issued by the County Manager and Board of Commissioners. At no time shall the case manager operate in areas not specific or sanctioned for the position such as giving legal advice or therapeutic counseling. Additional guidelines are required for any grant involvement.

COMPLEXITY: This position is complex due to the diversity of tasks and responsibilities, the multiplicity of guidelines, and the population served. It involves adults with severe substance abuse and psychiatric disorders with multiple needs and limited resources and (if applicable) Veteran specific issues. Each case is unique and must be handled on an individual basis.

SCOPE AND EFFECT: The purpose of the work is to efficiently network services between the criminal justice system and the Accountability Court to provide and monitor a treatment plan for participants.

PERSONAL CONTACTS: Contacts are typically with a wide variety of people such as Judges and Court personnel, County employees, Veterans Administration, Public Safety staff, mental health professionals and persons with psychiatric disorders and their families, and resource agency staff

JOB TITLE: CASE MANAGER

DEPARTMENT: HENRY COUNTY ACCOUNTABILITY COURT

PURPOSE OF CONTACTS: Contacts are typically to exchange information, resolve problems, negotiate, motivate, and assess and monitor compliance with Court mandates for program participants.

PHYSICAL DEMANDS: Work involves working at a desk or table with intermittent standing, walking, stooping, or bending. Work often demands travel to different locations such as training events, community support providers, jail and court to name a few. Specific to Mental Health Court to participants' homes. Light lifting is routine and may occasionally lift heavy objects.

WORK ENVIRONMENT: Work is typically indoors, but can require work outdoors and in different locations. Mental Health Court position will require travel in a County vehicle to residences and other locations (no over-night) related to the participants. This will require clean driving history and required attendance in County driving risk reduction class.

SUPERVISORY RESPONSIBILITY OVER OTHER POSITIONS: None

MINIMUM QUALIFICATIONS:

Educational requirements include Bachelors degree from an accredited college or university in the behavioral sciences or criminal justice or an Associates degree with documented work experience of 4 years in the field of probation, community service supervision of justice involved persons or other applicable field of experience.

Two (2) years-experience working with the targeted population of persons with substance abuse and psychiatric disorders.

A valid Georgia Driver's License. If applying for Mental Health Court position, a three (3) year motor vehicle report required prior to job offer.

Experiential requirements include work with target population intersecting with criminal justice system and building, monitoring, and adjusting case management plans.

<https://www.henrycountygga.gov/Departments/D-L/Human-Resources>