

Drug Court Case Manager Lookout Mountain Judicial Circuit Drug Court Grant Funded

Job Summary: The Drug Court Case Manager will work directly with at-risk participants to assist with life skills such as time management, budgeting, navigating the job application process, and connecting participants to community resources. As such, this position is responsible for maintaining and updating participant data in the case management system. An acute attention to detail and ability to work in a fast-paced environment with high expectations are essential, maintaining confidentiality of all participant and office information as required. Must possess exceptional interpersonal skills and be able to maintain an effective working relationship with associates, participants, and the public. Must be self-motivated and be able to execute the job duties in an efficient manner.

Primary Responsibilities:

- Participate as LMJC Drug Court team member, committing to the program mission and goals
- Assist with assessments to determine program eligibility of potential participants
- Develop and monitor individualized case management plans for assigned caseload
- Prepare, update, and maintain participant data records
- Assist in connecting to housing and job resources, and other ancillary services as needed
- Provide participant progress updates in staffing
- Perform other duties as assigned

This list is not intended to be and should not be construed as an all-inclusive list. Management reserves the right to modify, add, or remove duties as necessary.

Preferred Minimum Qualifications: Bachelor's Degree in Criminal Justice, Social Services, or related field, and/or a minimum of two (2) years of experience working with at-risk population, preferably in court mandated program services, counseling services or a related field, including experience working with the criminal justice population and counseling/case management. Must possess superior communication skills, particularly with at-risk population. Direct experience and knowledge of the accountability court model, substance abuse treatment and community health disciplines are highly desirable.

Salary: \$19.23/hr. This is a 40-hour week, **(24) months grant funded**, non-civil service/merit system position, starting November 30, 2021. To apply, please send your resume and cover letter to the District Court Administrator at jovercash@7jad.com. The closing date for this position is November 7, 2021.