

JOB ANNOUNCEMENT

SOUTHERN JUDICIAL CIRCUIT
LOWNDES COUNTY ACCOUNTABILITY COURT

Position: Court Case Manager

Recruitment Period: Open until filled

Salary: This is a grant-funded, contract position. Compensation will vary based on the experience and credentials of the successful applicant.

Time: 30-40 hours per week
Office located in the Lowndes County Judicial Building

Position Summary

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

Essential Duties and Responsibilities

The following 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 Program Director and assists with coordinating, arranging and administering the various facets of the drug court program, which are as follows:

- interacts with participants and monitors program compliance and progress through weekly case management sessions with each participant;
- provides case management services including individual treatment planning (initial and discharge) and referrals for community/ancillary services;
- attends team staffing and court sessions twice a month;
- prepares Court reports that track participant compliance with program rules;
- updates the CaseWorx Case Management system daily;
- assists the Director in developing policies, procedures and guidelines for the program and assists with all reporting requirements when needed;
- coordinates special projects, events and activities as assigned;
- assists with drug screenings (urine, oral, sweat patch, etc...) as required and training will be provided;

Desirable Skills and Experience

- Excellent time management skills;
- Knowledge of drug court case management practices;
- 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, sometimes stressful environment.

Minimum Training and Experience Required

A minimum of two (2) years experience working in an accountability or in the social services field is preferred. An equivalent combination of education, and on the job experience will also be considered. Knowledge of national best practices for Drug Courts and the Standards for Georgia Accountability Courts is also important.

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 if necessary.

Submit resume and cover letter to:

*Jennifer S. Fabbri, Program Dir.
Southern Circuit Accountability Courts
Colquitt County Accountability Court Office
PO Box 2227
Moultrie, Georgia 31768*