



## MAGISTRATE COURT OF DEKALB COUNTY

### Misdemeanor Mental Health Court

[www.dekalbmisdemeanormentalhealthcourt.gov](http://www.dekalbmisdemeanormentalhealthcourt.gov)

## Misdemeanor Mental Health Court Case Manager

Position Title: Misdemeanor Mental Health Court Case Manager – Full-time/Exempt  
Position Salary Range: \$39,041.60 - \$62,857.60  
Position Location: DeKalb County Courthouse, 556 North McDonough Street, Decatur, Georgia 30030  
Position Summary:

- Explains MMHC in detail to potential participants, community stakeholders and others.
- Researches and identifies new treatment providers within the community.
- Assists in ensuring the accuracy and follow through of federal, state and local grant requirements.
- Maintains procedures for confidentiality and release of criminal history information, and adherence to and compliance with established Federal, State and local standards and guidelines.
- Serves as liaison between the Judge, other staff, other departments, courts, attorneys, family members and the public to ensure efficiency for the MMHC.
- Assists with compiling, analyzing, monitoring and evaluating data to show the effectiveness of the MMHC and outcomes based on identified performance goals.
- Manages a majority case-load of MMHC participants, maintains case files, and enters data into the case management system.
- Works independently, if needed, and capable of multitasking with efficiency and accuracy in fast-paced and sometimes stressful environment.
- Works collaboratively with the MMHC judge(s), coordinator, clinical director to promote and sustain court policy, procedure, protocols, etc. at all times.
- Assures continuity of care for all MMHC participants to include connecting participants to intensive services i.e. residential and inpatient treatment as needed.
- Evaluates information and makes decisions and other recommendations within established policies and procedures.
- Attends and participates in weekly court session and interdisciplinary team meeting sessions as well as all required training.

\*The foregoing duties and responsibilities for the position are normal and are not construed as exclusive or all-inclusive. Other related duties may be required or assigned.

Preferred Requirements: Bachelor's degree in Criminal Justice, Social Work, Psychology, Public Administration, Sociology or related field preferred; LCSW, MSW or LPC a plus; three to five years of experience working in the criminal justice system, social work, Accountability or Treatment Court or related field. Direct knowledge and experience working with a mental health court model is preferred.

Basic computer proficiency necessary (MS Word, MS Outlook, Internet, PowerPoint)

Other Requirements: Knowledge of local and state resources for the criminal justice population; addiction, alcoholism and pharmacology; gender, age and cultural issues that may impact an individual's success; and assistance with housing, job training and benefits

Application Deadline: Please submit a cover letter, resume, professional references and salary history to Darren George, Chief of Staff, Magistrate Court, at [ddgeorge@dekalbcountyga.gov](mailto:ddgeorge@dekalbcountyga.gov) by 5 p.m., Friday, April 26, 2024. Please include the job title in the subject line.

DeKalb County is an Equal Opportunity Employer