

**Job Title:** Juvenile Drug Court Case Manager

**Job Summary:** The Juvenile Drug Court Case Manager provides screening and case management services to the Juvenile Drug Court Program, and is responsible for facilitating effective communication between members of the interdisciplinary team, clients, and the public. As such, this work requires extensive knowledge about the accountability court model and intervention guidelines for juvenile offenders, the development of effective professional relationships, and strong organizational skills.

**Pay Grade:** 20

**FLSA:** Exempt

**Salary:** \$40,507 yearly plus benefits

**Major Duties:**

- Participate fully as an Juvenile Drug Court team member, committing him or herself to the program mission and goals, and working as a full partner to ensure its success
- Conduct intakes to determine eligibility of potential clients
- Create individual service and treatment plans for each participant; makes service referrals to community resources
- Make random home visits, checks in with parents and school personnel, and attends family team meetings
- Conduct parent support groups, and maintains contact with auxiliary service providers
- Report results to requesting individuals and agencies via web-based software, email and fax; and verbal and written reports
- Maintain client data records
- Contribute to participant staffing, reporting on participant progress with services
- Perform other duties as assigned.

**Knowledge, Skills and Abilities required by the Position:**

- Possess a basic working knowledge of accountability courts, the criminal justice system as it relates to juvenile offenders, and psychiatric disorders
- Must possess good learning skills
- Must possess excellent speaking, writing, and listening skills
- Must possess good problem solving skills
- Must have intermediate to advanced computer skills
- Must have exceptional interpersonal skills
- Must possess good attention to detail
- Must be a self-motivated person who can willingly accept guidance and direction from supervisors
- Ability to execute the duties of their job in an efficient manner
- Ability to maintain an effective working relationship with associates, clients, and the public
- Ability to maintain strict confidentiality.

**Supervisory Controls:** The Juvenile Drug Court Coordinator assigns work in terms of detailed and general instructions. Completed work is reviewed for accuracy and the nature and propriety of the final results.

**Guidelines:** Federal, state and local laws and departmental policies and procedures. Delinquency court procedures, official Code of Georgia Annotated, and best practice data concerning accountability courts. These guidelines require sound judgment and interpretation in application.

**Personal Contacts:** Typically with program clients, colleagues, judges, law enforcement officers, lawyers, probation officers, school staff, other county employees and the general public.

**Purpose of Contacts:** Typically to give and exchange information, resolve problems, and provide services.

**Physical Demands:** Typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

**Work Environment:** Typically performed in an office, but the work environment may vary based on the needs of the program.

**Hours and Days of Work:** 40 hours a week, variable hours

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

- **Education:** A minimum of a Bachelor's Degree, preferably in the area of Social Science, or Criminal Justice.
- **Experience:** A minimum of two (2) years working experience within the criminal justice or social service environment, preferably within the juvenile court environment; Client interviewing; Customer service; Case management
- Preferred experience includes extensive knowledge about the accountability court model and intervention guidelines for juvenile offenders
- Proficiency with the use of computers and Microsoft Office Suite.

**Position Content:** This position classification is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.

*Interested candidates may apply directly on the Rockdale county website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov) under Career Opportunities*