

**FIFTEENTH JUDICIAL DISTRICT COURT
ADULT DRUG COURT JOB DESCRIPTION**

JOB TITLE: Part-time Case Manager

NATURE OF WORK: Fulfills the duties of Case Manager for substance abusing clients, which requires activities that will bring services, agencies, resources, and/or people together within a planned framework of action toward the achievement of established goals. Work may involve liaison activities and collateral contacts.

SUPERVISION: Under the direct supervision of the Adult Drug Court Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Receive referrals and conduct screening on all potential participants to determine if eligible for the program.
2. Provide the Adult Drug Court treatment provider with findings from the screening to aid in the clinical assessment process to help determine appropriateness.
3. Provide all the screening and assessment information to the Adult Drug Court team to aid in the acceptance or denial of the participant into the program.
4. Work closely with treatment provider and Coordinator to develop a behavior contract for the participant featuring proximal and distal goals for change, and meet with client regularly to discuss progress with said goals.
5. Attend weekly treatment and court staff meetings, as well as weekly court appearances and participate actively as an interdisciplinary team member.
6. Assess all needs of the participant on an ongoing basis and document all activities.
7. Possess good knowledge of available services in the area to provide resources and service linkage to participants. Consults with treatment provider and other health care professionals when needed to assure comprehensive, quality care for the clients.
8. Maintain contact on a weekly basis with the participant and the participant's family and support system. Case note any/all situations, including but not limited to needs, wants, personal issues and progress.
9. Provide participant with available community resources to meet those needs discovered in the ongoing assessment process, and work with the interdisciplinary team to hold the client accountable to achieving those resources.
10. Maintain established reports and record keeping system.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to communicate effectively in writing and orally.
2. Ability to form and maintain effective working relationships with judges, treatment providers, employees and general public.
3. Proficient in usage of personal computers and related technology.

EDUCATION/EXPERIENCE: High school diploma or equivalent. Some college work in related field preferred.

COMPENSATION: \$12/hour; maximum of 27 hours per week.

MISCELLANEOUS: Work hours are Monday through Friday. Employment is at-will. The Court is an equal opportunity employer.