



## JOB POSTING AND POSITION DESCRIPTION

### Van Buren County Courts Vision Statement:

We will lead and serve together with integrity, vision, and innovative thought.

**POSITION:** Treatment Court Case Manager

**POSTING DATE:** May 8, 2018

**DEPARTMENT:** Specialty Courts

**POSTING DEADLINE:** May 25, 2018

**GRADE RANGE:** Full Time, Non-Union Scale - R26 (\$20.98 / hr)

**FLSA STATUS:** Non-Exempt

**PURPOSE:** Under the general supervision of the Specialty Courts Administrator, the Treatment Court Case Manager is responsible for providing casework services to participants enrolled in Drug Treatment Court, Sobriety Court and Adult Recovery Court. Primarily, the case manager will monitor progress with program requirements and refer clients to appropriate services including treatment and additional ancillary services.

### **ABILITIES, KNOWLEDGE, AND SKILLS:**

- Must possess excellent verbal and written communication skills with ability to clearly and coherently provide rational justification for proposed objectives and strategies.
- Must be able to operate basic office equipment such as PC, keyboard, calculator, printer, multi-line telephone, fax machine, photocopier, scanner, etc.
- Must have excellent proofreading skills.
- Must be proficient in the use of Microsoft Office programs and possess excellent keyboarding skills.
- Must be able to learn and use industry specific software and all other software applications used in the course of performing all job-related functions.
- Must be able to read and analyze, appraise, and organize court orders, statutes, procedures, guidelines, policies, and court rules.
- Must be able and willing to stay current with technology changes including the use of new software, hardware, and any related updates.
- Must have demonstrated ability to deal with a high volume of customers in a courteous and professional manner.
- Must communicate in a professional manner with case parties, attorneys, co-workers, and others.
- Must be able to prioritize and manage the demands of a large number of court cases.
- Must be able and willing to attend trainings for professional development.
- Must be able to perform job responsibilities and provide customer service in a bias-free manner.
- Must have knowledge of substance abuse and mental health pathology
- May be required to work some evenings, weekends, and holidays
- Possess knowledge of computer operations and have ability to document data as required by grant funding

### **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator / adding machine, printer and copier. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing in excess of 25 pounds. Tasks may involve extended periods of time at a keyboard or workstation.



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### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Interview and screen family treatment court referrals and make recommendation regarding program enrollment.
2. Assess and evaluate offender for risk to community.
3. Assess the causes of the offender's substance abuse, determine appropriate level of treatment and counseling and implement comprehensive treatment plans.
4. Provide face-to-face guidance and report progress to related parties and the court.
5. Participate in planning sessions to coordinate and problem solve with other criminal justice and human services agencies to address multiple problem areas affecting participants.
6. Acts as a liaison with appropriate ancillary service agencies such as vocational, rehabilitation, education, transportation, legal aid, substance abuse, and other treatment services.
7. Meet with participants on a regular basis to monitor progress and track compliance with court-ordered requirements.
8. Monitor defendants' proposed employment, training, education, transportation, and/or living arrangements.
9. Coordinate a team of service providers including both treatment and ancillary services.
10. Complete bi-weekly court documents reflecting participant progress and attend biweekly court sessions.
11. Transport participants to long term and local resource agencies when no other options are available.
12. Monitor participants' sobriety by conducting observed urine testing when needed.
13. Complete various assessments as required for federal and state funding.
14. Complete written court reports and testify in court proceedings.
15. Maintain confidentiality while working with sensitive information.
16. Attend statewide and national conferences.
17. Perform other tasks as assigned.

### **QUALIFICATIONS / EXPERIENCE:**

A Bachelor's degree from an accredited college or university in criminal justice, sociology, social work, psychology, or related field. Possession of a valid Michigan driver's license with acceptable driving record. Experience working in substance abuse, mental health, probation, child welfare, or other court setting preferred. Demonstrated ability to work independently and simultaneously handle multiple tasks of varying degrees of difficulty. Ability to appropriately respond to crisis situations. Proficiency with standard office applications. Valid and unrestricted operator license.

### **SUPERVISION:**

Work is performed under the general direction of the Specialty Courts Administrator.

### **OTHER REQUIREMENTS:**

The individual in this position is an at-will employee. Must adhere to the Court's Model Code of Conduct for Judicial Branch Employees. Employment is dependent on background check, criminal history and fingerprint check, and drug screen. Applicant must complete County application form.

**Send Resumes and Applications To:**

**[lindleyr@vbco.org](mailto:lindleyr@vbco.org)**



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Applications are available from Human Resources Division

Phone: (269) 657-8253

Website: [www.vbco.org/humanresources.asp](http://www.vbco.org/humanresources.asp)

Van Buren County Government is An Equal Opportunity Employer