

Truancy Reduction Program Case Manager

Salary: \$43,496.00

Position Type: Regular Full Time/Grant Funded

Closing Date: September 21, 2016

Office Location: Princess Anne, MD transitioning to Salisbury, MD by January 1, 2017.

Position Overview:

Manages truancy case processing (?) or adjudication, disposition and reviews in all First Circuit courts (Dorchester, Somerset, Wicomico, Worcester) by reviewing the case files, preparing court orders, following up on actions ordered by the court, consulting with Board of Education representatives, and making recommendations to court Magistrates.

Essential Functions:

1. Attend all truancy court proceedings for the four courts in the First Circuit, including adult truancy court (for failure to send child/ren to school) as directed by the Truancy Program Coordinator.
2. Update truancy case files with information from truancy hearings. Prepares summaries and relevant information to print and distribute to the Magistrate or Judge prior to the court hearing, as requested. Help compile program statistics for each court.
3. Prepare court orders (adjudication or review) as requested by the court along with any relevant report or documents relating to the case.
4. Follow up on requests, court orders and other necessary documents.
5. Enter in the file's case notes the existence of any correspondence or relevant information concerning that case.
6. Complete referral forms to service providers as needed.
7. Respond to inquiries concerning any case without violating confidentiality agreements.
8. Coordinate case recommendations with each county's Board of Education representative.
9. Attend local stakeholder meetings, community outreach events, school related events and other public events to represent the Truancy Reduction Program whether during the day, evening or weekend.
10. Help maintain logs.
11. Act as the Truancy Coordinator as the need arises.
12. Conduct all communications (oral or written) with work colleagues and stakeholders in a prompt and friendly manner.

13. Answer office phones and performs duties assigned primarily to the Administrative Assistant as the need arises.

14. Update job knowledge by reading professional publications, maintaining professional networks and other educational opportunities.

15. Perform other duties as assigned. This position is one of three in a small office so it is essential that each employee have the ability to perform the duties of the other two positions as needed.

Supervision Received

While this position serves at the pleasure of the First Circuit's administrative judge and receives minimal supervision, the Truancy Coordinator provides general guidance and supervision.

Supervision Exercised

In the absence of the Truancy Coordinator or while acting in that capacity, the Case Manager supervises the Administrative Assistant.

Qualifications & Skills

REQUIRED:

Bachelor's degree in Social Work, Sociology, Psychology, Education, Criminal Justice, Communications or related field.

Two years' experience in social service work, legal system, education or related field.

Demonstrated proficiency in Microsoft Office Suite, email and other computer software.

PREFERRED:

Bilingual in Spanish

Physical Demands

The successful applicant for this position must be able to transport large stacks of files, backpacks filled with incentives and other large or heavy items on a regular basis.

Travel

The successful applicant for this position is required to travel to court hearings, meetings and events throughout the jurisdiction of the First Circuit on a regular basis. Trips outside the area would be infrequent. Reliable transportation is required.

Send cover letter and resume with references to Hon. Brett W. Wilson, c/o Heather R. Bryan at PO Box 923, Cambridge, MD 21613 or via email at heather.bryan@mdcourts.gov

The Courts of the First Judicial Circuit are drug free workplaces. They do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, disability or other basis prohibited by law. Appropriate accommodations for individuals with disabilities will be provided upon request. A criminal background check and drug screening will be required before the successful applicant is hired. The employer reserves the right to reject any or all applicants, re-advertise and/or withdraw the position.