



**CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY  
invites applications for the position of:**

## Case Manager - Truancy Reduction Court

**SALARY:** \$23.12 - \$25.96 Hourly  
\$48,096.00 - \$54,000.00 Annually

**DEPARTMENT:** Problem Solving Courts

**OPENING DATE:** 08/10/20

**CLOSING DATE:** Continuous

**NATURE AND VARIETY OF WORK:**

The candidate will provide case management services to client populations with problems in a range of areas (e.g., substance abuse, emotional, behavioral, or related problems).

**EXAMPLES OF WORK:**

The candidate, under the general supervision of the Truancy Reduction Court Coordinator, is responsible for managing an active caseload of clients; performing case management; providing counseling; coordinating and monitoring progress; establishing individual plans; performing drug screening; monitoring and reporting client's program compliance to the Truancy Reduction Court; preparing reports for court hearings and making presentations when needed. Gathering facts, compiling statistical data, and preparing reports. Maintaining the Truancy Reduction Court management information system as well as recording, reporting, and documenting information relevant to participant's case. Assessing participants' level of risk to public safety and conducting field urinalyses. Some evening hours may be required. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

A bachelor's degree in psychology, social work, a closely related field, plus one (1) year of counseling experience; or an equivalent combination of education, training and experience.

**ADDITIONAL INFORMATION:**

This position is opened until filled and all applicants are subject to a background check.

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.princegeorgescourts.org/>

Position #19-00023  
CASE MANAGER - TRUANCY REDUCTION COURT  
LB

14735 Main Street  
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301-952-3707

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**Case Manager - Truancy Reduction Court Supplemental Questionnaire**

\* 1. Are you currently a Circuit Court employee?

Yes  No

