

ADULT DRUG COURT CASE MANAGER

Job Title: Adult Drug Court Case Manager

Department: Charles County Circuit Court

Work Location: La Plata, Maryland

Starting Salary: \$50,380.62 - \$52,360.58 Annually

Job Type: Full-time; 37.5 Hours per Week; FLSA Non-Exempt

Closing Date: June 14, 2024

Job Description Summary: The Adult Drug Court Case Manger (ADCCM) works under the direct supervision of the Court Administrator with general oversight provided by the Drug Court Coordinator and Adult Drug Court judicial officer. The drug courts provide a systematic, coordinated, and interdisciplinary approach to substance abuse treatment in a non-adversarial setting. The ADCCM is responsible for working directly with the individuals participating in the Adult Drug Court (ADC) to help identify their needs, facilitate appropriate referrals to ancillary services and provide timely reports to the drug courts. The mission of the Adult Drug Court is to enhance public safety by reducing drug-related crimes and recidivism and to improve the quality of life of participants by providing substance abuse and mental health treatment.

Essential Functions: Conducts intake procedures for persons referred to the Adult Drug Court (ADC), including initial drug testing, risk/needs assessment, and substance abuse and mental health screening. Conducts alcohol and drug testing, ensuring the appropriate chain of custody and accuracy of reporting. Develops cohesive case plans, in collaboration with the Drug Court team. Maintains current, accurate data entries for all program participants, complying with all system requirements, records weekly case notes, and prepares reports for the court. Makes referrals and facilitates access to treatment and ancillary services for participants, and monitors compliance. Collaborates with the Drug Court team to provide rewards and positive reinforcement for treatment progress and to rapidly impose sanctions as motivators to improve compliance. Understands, applies, and maintains compliance with all federal and state confidentiality requirements for medical, mental health, and substance abuse treatment. Monitors program performance through the collection of data and assists the Drug Court Coordinator in determining whether services adequately meet the needs of ADC participants. Ensures that timely reports (e.g., from the substance abuse counselor, mental health counselor, the Department of Parole and Probation, etc.) are provided to the court. Attends and participates in team meetings to discuss various court-related issues including but not limited to client compliance, coordination of services and procedural changes. Prepares the court docket based on judicial directives and provides participant progress summaries to the Drug Court team. Evaluates the need for additional resources and works with the Drug Court Coordinator to locate and develop new collaborative relationships with a variety of community agencies and service providers. Attends scheduled program events such as community activities, community service projects, and graduation ceremonies. Exercises a high degree of confidentiality, judgment, tact, diplomacy, and competence in interactions with judges, attorneys, court personnel, services providers, program participants, and the public. Assists with facilitating meetings and making presentations. Participates in training as required.

Qualifications, Knowledge, Skills, and Abilities: Availability to work a full-time court schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, with the flexibility to accommodate deviations from the standard workday on short notice. Capability to research and interpret case law, statutes, and rules with respect to their impact on court operations. Detail-oriented with excellent organizational abilities including time management, workload prioritization, and record-keeping accuracy. Ability to precisely compose a variety of document types and succinctly convey concepts. Accuracy in spelling, grammar, and punctuation, and the ability to edit work products are essential. Even temperament and strong interpersonal skills to work effectively with others in a team-oriented environment. Effective oral communication and superior customer service skills, with the capacity to exercise a high degree of tact, diplomacy, professionalism, and competence in dealing with a wide variety of people. Ability to simultaneously perform multiple tasks, with minimal supervision, and make independent decisions based on

experience, sound judgment, established court policies/procedures, and in accordance with written and verbal instructions. Perform well under pressure to meet established timelines and goals with the ability to quickly adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles. Discretion and sound judgment in working with sensitive information to maintain confidentiality. Proficiency with Microsoft Office Suite, Outlook, and Windows, with an aptitude for learning software programs related to various case management functions.

Education and Experience:

Requires an Associate's Degree from an accredited college or university in criminal justice, social work, psychology, human services, public health, corrections, public administration, court administration, or related field, with three years of progressively more responsible experience with clinical or non-clinical case management involving social services, mental health, juvenile justice, or addiction services clients. Job-related experience may include project or program case management in the fields of addictions, human/family services, health services, public safety, law enforcement, corrections, or court management. (Minimum)

Bachelor's Degree from an accredited college or university in criminal justice, social work, psychology, human services, public health, corrections, public administration, court administration, or related field. and a minimum of two years' experience in case management and/or field work in addictions, social work, juvenile justice, mental health, or court management. (Preferred)

Candidates must possess commensurate education, training, and/or experience demonstrating competence in the essential duties, knowledge, skills, and abilities.

NOTE: This position is non-clinical and supervision will not be offered for clinical licensing hours. Licenses and Certificates are not a requirement for employment.

The position is grant-funded, and continued employment is contingent upon the availability of funds awarded each fiscal year. Excellent benefits including a defined benefit pension plan, deferred compensation, generous leave, and health care programs. The Charles County Employee Pension Plan honors portability of prior eligible Maryland State and local government services in other defined benefit pension plans.

Individuals interested in applying for the Adult Drug Court Case Manager position may do so by accessing the Charles County Government website: <https://www.governmentjobs.com/careers/charlescountymd>. **In addition to completing the online application, candidates must attach a current resume to the application to be considered for this position.** Faxed copies or applications electronically submitted directly to an individual's email address will not be accepted.

Charles County Circuit Court is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.