

JOB ANNOUNCEMENT

CIRCUIT COURT FOR GEORGE'S COUNTY

POSITION: Case Manager - Adult Drug Court (Limited Term Grant Funded Position, Contractual, Medical Benefits Only)

GRADE: Grade 18 (Counselor I)

ANNUAL SALARY: \$42,379 - \$45,000 (Negotiable, based on qualifications and work experience)

LOCATION: Problem Solving Court, Circuit Court for Prince George's County, Upper Marlboro, MD

TYPICAL DUTIES: The candidate, under the general supervision of the Adult Drug Court Coordinator, is responsible for managing an active case load of clients, providing services and assistance for clients with substance abuse, emotional, or behavioral problems. Duties include but are not limited to: conducting intake interviews; providing crisis intervention to prospective and current clients; implementing individual supervision plans; assisting clients with various community resource needs; conducting drug screenings; preparing reports and presentations for court hearings; preparing compilation of various data, reports and forms; maintaining case files and other records of clients progress; assessing the client's level of risk to public safety and works closely with participants to ensure successful transition to the community. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in psychology, social work or a closely related field; or an equivalent combination of education, training and experience. Knowledge of administering the collection of urine samples to ensure all collection and chain of custody practices and procedures are followed. Excellent organizational skills. Ability to establish priorities, take initiative, work independently, be adaptable, detailed oriented and able to multi-task. Ability to use professionalism, tact and diplomacy with all court stakeholders. Possess exceptional oral and written communication skills. Knowledge of Microsoft Office Suite is required. **Preferred Experience:** At least one (1) year of experience that involved counseling and assisting client populations with substance abuse, emotional, behavioral, or related disorders. Ability to speak Spanish is a plus. Applicants are subject to background check.

ADDITIONAL REQUIRED INFORMATION: A Circuit Court for Prince George's County Employment Application and Supplemental Questionnaire must be submitted for this announcement. Employment Applications are available at <http://princegeorgescourts.org/jobs.aspx>.

CLOSING DATE: Applications must be received by 5 p.m. EST on **Tuesday, December 24, 2019**.

APPLY TO: Department of Human Resources, Court Administrative Office
Room M2407, Courthouse, Upper Marlboro, MD 20772
Fax: (301) 952-4447. E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

The Circuit Court for Prince George's County is an Equal Opportunity Employer committed to diversity in the workplace. This Court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability. Applicants may obtain a copy of the Circuit Court for Prince George's County EEO Utilization Report upon request.

Reasonable accommodations upon request.

Case Manager - Supplemental Questionnaire

1. Which of the following best describes your level of completed education?
 - a. Master's
 - b. Bachelor's
 - c. Associates
 - d. High School Diploma or G.E.D.

2. Please select your field of study.
 - a. Psychology
 - b. Social Work
 - c. Counseling
 - d. Other **Please specify:** _____

3. Do you have one (1) year of demonstrated professional experience, which involves counseling and assisting client populations with substance abuse, emotional, behavioral, or related disorders?
 - a. Yes
 - b. No

4. If you responded "Yes" to question #3, please describe in detail your which involves counseling and assisting client populations with substance abuse, emotional, behavioral, or related disorders and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".

5. Are you a licensed/certified Counselor or Social Worker?

6. If you responded "Yes" to question#7, please provide license number, expiration date and state in which license was obtained.