

**Circuit Court for Baltimore City  
Adult Drug Treatment Court**

**Drug Court Case Manager**

**The Circuit Court for Baltimore City Adult Drug Treatment Court (DTC) is seeking an experienced Case Manager responsible for providing information and referrals to DTC participants concerning employment training and jobs; educational programs; health benefits; housing; and other support services.**

**Job Responsibilities**

The Drug Treatment Court participants are recovering addicts, and most have a long history of substance abuse. Major responsibilities as a Case Manager include providing information and referrals of DTC participants to employment training and placement programs; finding appropriate and affordable housing; and obtaining government benefits, e.g., health insurance. The Case Manager is also responsible for finding new employment and educational services and establishing relationships with programs that would benefit DTC participants. In addition, the Case Manager also provides orientation services and training on how to respond to overdose emergencies for new DTC participants.

**Required skills, experience, and knowledge**

**Applicants are required to have a minimum of three years of experience in the major areas of responsibilities which can include experience as a case manager or employment and housing placement specialist.** Knowledge of the opportunities and services available in Baltimore City is important. It is not necessary to have court or criminal justice experience. This is not a clinical position.

Also, helpful is knowledge of Medicaid and Medicare benefits programs. In addition, knowledge of general community services, development of individual case plans, facilitation of access to services, and monitoring participant progress are important.

Knowledge of SMART data entry system is required. Applicants must have a valid Maryland driver's license and the ability to attend meetings and educational programs in Baltimore City and elsewhere in Maryland.

**Academic Qualifications:**

**Bachelor's Degree** from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, or a related field.

**OR**

**Associate's Degree** from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, or a related field

**Compensation**

This is a full-time position with benefits. The starting salary is \$44,263.

**To Apply:**

This position will be open until filled. Please submit a cover letter and resume to:

Ms. Jacqueline Hale, Human Resources  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21202

[Jacqueline.Hale@mdcourts.gov](mailto:Jacqueline.Hale@mdcourts.gov); [www.baltimorecity.gov](http://www.baltimorecity.gov); TTY 396-4930

**\*\*No phone calls please\*\***

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