

POSITION DESCRIPTION
DRUG COURT CASE MANAGER

Definition of Work

Professional work involving oversight/supervision of persons involved in drug court as well as assisting in program operation.

Duties: Perform the full range of client case management services. One of the important roles for this position is to develop strong working relationships with drug court team members from the Judiciary, Prosecuting Attorney's Office, Public Defender's Office, Department of Corrections/Regional Jail, treatment providers, and other agencies, as well as the public. Persons in this position shall work under the direction and supervision of the Drug Court Judge and/or Drug Court Probation Officer. Non-traditional work hours may be required.

Examples of Work Performed

- Assist Drug Court Probation Officer with data entry, case planning, and preparation for drug court related meetings and hearings
- Conduct urine screens for drug court participants as per the Drug Testing Protocol
- Participate in weekly Drug Court Treatment Team meetings
- Attend all Drug Court hearings
- Accompany Probation Officers during home/school/work visits of Drug Court participants (*NOTE: Case managers do not have arrest authority or authority to search*)
- Assists Probation Officers and other appropriate agencies in referring program participants
- Other administrative duties as needed

Minimum Qualifications:

Relevant bachelor's degree preferred, involving coursework equivalent to a major whose subject matter is directly applicable to probation work (Examples: counseling, corrections, criminal justice, psychology, and social work). A relevant associate's degree with a minimum of two years relevant work experience may be accepted. Must have a valid driver's license and reliable transportation. Must pass a NCIC/CIB background check and a drug screen.