

37th District Court - Treatment Court
(586) 574-4974 or Fax (586) 574-0445
EMAIL RESUMES TO: dcilluffo@37thdistrictcourt.org

JOB DESCRIPTION FOR FULL-TIME CASE MANAGER

- Conducts initial assessment and interview of the client for eligibility into the drug court.
- Confirms and verifies relevant information for accuracy.
- Drafts an initial treatment/supervision plan for the participant.
- Supervises participants placed into the drug court program, ensuring compliance with terms and conditions.
- Makes community resource referrals for clients with regards to housing, medical, counseling, transportation, etc.
- Attends case conferences and shares relevant information regarding the client.
- Provides input as to treatment planning and recommended court action.
- Counsels and guides clients by discussing their problems and progress.
- Maintains open communication with treatment providers, family members, probation/parole officers and other involved parties regarding progress of participants.
- Occasionally required to administer and monitor drug tests.
- Data entry.
- Preparation of reports for pre-court conferences.
- Attends outside Participant activities.

Qualifications/Skills Knowledge Required

Fully Licensed Master's Degree in Psychology, Social Work or Professional Counseling with experience in substance abuse counseling and mental health treatment. Prefer experience related to Drug Courts.

Amount of Travel/Special Conditions or Requirements

- Some travel required for conferences, jail assessments and meetings in the community.
 - Required to attend outside Participant activities on weekends and after hours.

Salary

\$70,630.00 per year.

Hours

Approximately 37.5 Hours per week.

* The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.