

## **JACKSON COUNTY ADULT TREATMENT COURT**

**JOB TITLE:** Case Manager – Jackson County Adult Treatment Court- Jackson, MI

**JOB DESCRIPTION-** \$20.00/hour- 40 hours per week- Grant Funded-No Benefits

**GENERAL SUMMARY:** Under the supervision of the Treatment Court Judge, will be responsible for case management activities, participant supervision and facilitation of communication between the court, treatment providers and law enforcement agencies to ensure compliance with program guidelines.

### **PRIMARY RESPONSIBILITIES AND DUTIES:**

1. Supervise a caseload of offenders that are court-ordered to participate in the Treatment Court program
2. Conduct intake and follow-up interviews. Meet with participants at the court, treatment facilities or county jail.
3. Perform comprehensive assessments and contact other agencies, courts, police and prosecutors to gather and evaluate data to determine participants' needs. Prepare progress reports.
4. Make community resource referrals for participants regarding medical concerns, housing, counseling, employment, education, etc. Follow up on participants' aftercare.
5. Monitor participants' compliance with program rules and requirements. Respond to program violations.
6. Attend team meetings to inform and update client progress. Attend status hearings as well as violation hearings or as requested by the court.
7. Maintain client records and information in hard copy files and electronic database. Maintain confidentiality and security of client information.
8. Provide transportation to appointments, meetings and treatment as needed.
9. Performs other duties, as assigned

### **LICENSES, CERTIFICATION OR SPECIAL REQUIREMENTS:**

1. Obtains and maintains all required state licenses and certifications necessary to perform the function of Case Manager – Treatment Court.
2. Valid Michigan Driver's License required.
3. Those in active recovery are encouraged to apply

### **JOB QUALIFICATIONS:**

1. Prefer Associates Degree or higher from an accredited college or university with a concentration in Psychology, Social Work, Criminal Justice or a closely related field.
2. Experience in case management and/or case supervision.

3. Interpersonal skills to develop and maintain effective working relationships with offenders, peers, management, other professionals and the public.
4. Communication skills to establish rapport with offenders in order to gain their confidence and cooperation and to engage offenders who may respond negatively to outreach efforts.
5. Analytical skills in order to be able to read, understand, interpret and apply laws, policies, rules and procedures.
6. Ability to work independently on case assignments and understand the problems faced by families from all cultural backgrounds and economic levels.
7. Problem-solving skills, planning skills, ability to prioritize and time management skills in order to meet the demands of the court's deadlines.
8. Word processing skills necessary for the creation and compilation of various documents, communications and reports.
9. Interpersonal skills necessary to communicate with court personnel in the exchange of information and provide courteous and accurate information and responses to the public, other employees, and outside agencies.
10. Ability to work flexible schedule as needed. Evening hours, holidays and weekends may occasionally be required, as scheduled.

#### WORKING CONDITIONS:

1. Normal office environment.
2. Physical ability to frequently sit, stand, walk for extended periods of time, perform repetitive movements and work in confined areas. May be required to work at remote locations outside the court building.
3. Maintains considerable contact with program participants and may be exposed to irate/hostile individuals.

#### HOW TO APPLY:

Please send resume and cover letter to-

Jackson County Adult Treatment Court  
312 S. Jackson 4<sup>th</sup> Floor  
Jackson, MI 49201

Application deadline is 9/20/2019

\*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Determination of equivalent qualifications is within the sole discretion of management.