

CASE MANAGER

NATURE AND PURPOSE OF WORK

Position is responsible for post sentence monitoring of substance abuse convicts. Incumbent works with substantial independence under the direction of the Substance Abuse Program Manager and has no supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any one incumbent necessarily perform all of these duties.)

Performs all tasks related to post sentencing monitoring of drug court convicts whose sentences involve rehabilitative and educational components. Insures convict's adherence to conditions of sentence and court orders regarding sentence. Interviews sentenced persons, introduces requirements of the case monitoring program and its requirements of participants. Advises Program Manager on success or failure of activities or services. Keeps abreast of changes in applicable regulations, laws, rehabilitative developments. Reports progress, problems and ongoing work to judges, division managers, elected officials and clients as needed. Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of substance abuse rehabilitation programs, methods and procedures.

Knowledge of the criminal court system, criminal code regarding substance abuse and sentencing requirements of drug offenders.

Ability to plan, organize and implement the work of a drug court support staff, sentence monitoring, record keeping and to objectively evaluate its performance.

Ability to communicate effectively in writing and orally.

Ability to form and maintain effective working relationships with judges, law enforcement personnel, employees, staff, convicts and general public.

DESIRABLE EDUCATION AND EXPERIENCE

Baccalaureate degree in substance abuse counseling, clinical psychology or related field supplemented by education in criminal justice or law, with experience in substance abuse rehabilitation, counseling and treatment, or an equivalent combination of training and experience.