

**POSITION:** HDC and FTC Courts - Case Manager

**DATE:** April 23, 2021

**DEPARTMENT:** Hillsdale Courts

**POSTING DEADLINE:** Open until filled

**PURPOSE:** Under general supervision of the Hillsdale Drug Court (HDC) Coordinator and the Circuit and Probate Court Judges, the Problem Solving Courts Case Manager provides case management services to participants enrolled in various Problem Solving Courts. Primarily, this position will provide orientation and weekly meetings with program participants, monitor participants' progress in the program and coordinate services for them. The position includes administering an oral swab or urine test to monitor participants' abstinence from substances.

**ABILITIES, KNOWLEDGE, AND SKILLS:**

- Data management and computer navigation skills.
- Strong communication skills; ability to work in a team environment.
- Capable of communicating effectively in a virtual environment; able to use programs, such as Zoom, competently.

**GENERAL DESCRIPTION:**

The case manager is expected to serve up to 35 participants at any time. The case manager will be responsible for maintaining a close relationship with each participant they serve, as well as coordinating services for each participant, and maintaining a strong network of communication within the FTC and HDC teams.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Coordinate with FTC and HDC to maintain records on each participant under the case manager's supervision; the case manager will be supervising participants from both courts.
- Coordinate with service providers for FTC and HDC
- Give/receive updates at the weekly HDC and FTC team meetings- provide an agenda for team meetings regarding participants specific to each court.
- Conduct risks and needs assessments for potential participants, prior to admission to the program.
- Update service plans, dates and appointment attendance for each individual on a weekly basis.
- Meet with each participant weekly to monitor progress, discuss goals and barriers, etc.
- Coordinate with the program evaluator to maintain up to date records on each participant. This includes, but is not limited to: participants' employment status, medication lists, sobriety days, incentives and sanctions, etc.
- Conduct weekly drug screenings on each participant (PBT, oral swabs, urine tests).
- Conduct home checks and provide transportation for participants on an as needed basis.
- Manage the DCCMIS-State Court grant management system-entering drug screening, court hearings, progress and treatment updates for each participant.
- Keep up to date with relevant, evidence based treatment modalities, and best practice standards for the FTC and HDC.
- Submit copies of bills from treatment providers to be signed and submitted for payment. Make sure appropriate account numbers are on each bill so they are correctly withdrawn from appropriate line items in the FTC and HDC budget.
- Conduct exit interviews with each participant as they leave the program.

**QUALIFICATIONS / EXPERIENCE:**

Must possess a high school diploma or GED. College attendance is preferred in the field of the social sciences, but not required. Related experience in the field of social sciences is also preferred, but not required. Possession of a valid driver's license with acceptable driving record.

**SUPERVISION:**

Work is performed under the general direction of the HDC Coordinator and the presiding judges of the HDC and FTC.

**COMPENSATION AND HOURS/BENEFITS:**

- Salary is \$30,000-\$35,000 a year commensurate with experience
- Scheduled work hours are 40 hours per week: 8:30 a.m. to 5:00 p.m., with one hour lunch period (half paid)
- Health insurance coverage
- Optional - vision and dental coverage

- Paid-Time-Off (PTO) up to 12 days per year
- Paid vacation
- Paid holiday leave (government recognized)