**JOB DESCRIPTION**

**TREATMENT COURT CASE MANAGER**

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| DEPARTMENT: Human Services | JOB STATUS: Full-time  |

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| SUPERVISOR: Clinical Services Manager  | PAY CLASSIFICATION I: Level 11  |
| APPROVED BY: E & F | DATE APPROVED: |

SUMMARY:

This position is part of the treatment court team and is primarily responsible for coordinating appropriate services for participants, keeping up to date information on each participant and briefing the treatment court team on the progress of each participant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are illustrative and the person holding this position may be required to perform other duties as assigned.

1. Evaluate program referrals through implementation of the COMPAS risk assessment and make recommendations, including preparation of a written packet regarding the prospective participant, to the Treatment Court Team for offender acceptance or declination.
2. Provide orientation to new clients while identifying individual needs which include medical, psychological, vocational, social, familial, and daily living spheres. Conduct regular meetings with participants to discuss progress within the program.
3. Coordinate the substance abuse assessment.
4. Coordinate all participant activity from the time of assessment/screening to termination/graduation within the Treatment Court Program.
5. Gather information from other agencies regarding client participation.
6. Collect data on all aspects of participant activity and report results to team as required.
7. Coordinate, administer and ensure collection of all drug and alcohol testing samples per policy and report results to the Team.
8. Create weekly reports to present to team at weekly staff meetings and recommend participant rewards/sanctions base on participant performance.
9. Maintain databases on each client for statistical program evaluation in accordance with grant requirements (CORE, etc.).
10. Create and maintain participant case files and case plans, including continuity of care and aftercare portfolios.
11. Provide referral information to participants as needed using well developed network of community contacts.
12. Monitor payment of program fees, fines, and restitution and advising the team of each participant’s compliance with the financial components of their treatment protocol.
13. Assist participants with exploration of funding sources for treatment and other programming when county assets are unavailable or inadequate.
14. Adhere to confidentiality standards.
15. Perform other duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

* Bachelor’s degree in social work, sociology, psychology, criminal justice, human services or other related field required.
* 1 year case management experience required
* Experience working in the criminal justice system or with substance abuse and/or mental health populations preferred.
* Prior experience with grant reporting or writing preferred.
* Requires a valid Wisconsin driver’s license and own transportation.
* Applicants must pass background checks.

## KNOWLEDGE, SKILLS AND ABILITIES:

* Demonstrated ability to work effectively with individuals and organizations.
* Maintains a positive image of the Courts to the public.
* Knowledge of available local, state and federal resources that will enhance the ability to provide case management.
* Ability to work effectively with individuals and with teams to accomplish goals.
* Ability to organize and prioritize time and activities to meet the needs of the workload.
* Maintains regular and predictable attendance.
* Promotes, gets along, and works in a harmonious relationship with others including but not limited to outside agencies and county departments.
* Knowledge and understanding of therapeutic techniques utilized in treatment of addiction, mental health and co-occurring disorders of those served. Ability to administer, score, and interpret assessment tools utilized.
* Ability to read, analyze, and interpret common technical journals, government regulations, and legal documents.
* Ability to maintain knowledge of current programs, policies, standards, procedures, ordinances and laws and their application. Ability to respond to common inquiries or complaints from clients, court officials, regulatory agencies, and members of the community.
* Ability to effectively, concisely, and accurately convey information by written report or correspondence or orally in informal or formal settings, including court testimony.
* Ability to perform and apply basic arithmetical functions and to read and interpret simple financial statements.
* Ability to define problems, collect data, establish facts, and draw valid conclusions.
* Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
* Solid computer skills, including the ability to use a personal or laptop computer for preparation of written reports and correspondence, as well as data entry and use of specialized software.
* Ability to work with minimal supervision in a fast-paced and stressful environment.
* Ability to work a flexible schedule based on the needs of clients

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, and/or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee frequently is required to sit. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The normal work environment for this position is in an office, but frequent travel is required to a variety of locations. May involve travel to client location and work with clients who are in crisis, incarcerated, irrational, or not in control of their emotions. Such individuals may be potentially assaultive and may represent a danger to self and others. The noise level in the work environment is usually moderate. Bloodborne pathogen exposure for this position is considered moderate.