

Attend court hearings and testify when needed.

Perform related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's Degree in Criminal Justice, Psychology, Social Work, or related field.

Ability to obtain and maintain a Court Substance Abuse Management Specialist (CSAMS) Credential. Must attend staff orientation program conducted by the Indiana Judicial Center within one (1) year from the date first employed.

Must obtain and document at least twelve (12) hours of relevant continuing education in each calendar year in accordance with the Rules for Court-Administered Alcohol and Drug Programs, Section 30(f).

Must obtain and maintain a certification for the Indiana Risk Assessment tools as required by the Office of Court Services. Certification must be obtained within one (1) year from the date of first employed.

Working knowledge of and ability to make referrals to treatment and counseling programs as well as applicable community services.

Ability to communicate effectively both orally and in writing with co-workers, other County departments, program participants, treatment agency personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Working knowledge of standard English grammar, spelling and punctuation; and ability to use properly standard office equipment, including computer, printer, copier, scanners, fax and telephone.

Ability to maintain accurate and organized files and maintain confidentiality of records and information as required.

Ability to work independently and remotely when required and to work on several tasks at the same time under time constraints.

Ability occasionally to work evening hours, extended and/or weekend hours, and occasionally travel out of town for training, sometimes overnight.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are somewhat restricted in scope, but require application of sound judgement based on education, experience, and training. Daily decisions are based on consideration of many variables and their potential interrelationships. Guidelines are well established, requiring independent judgement in adapting to individual cases and situations.

III. RESPONSIBILITY:

Incumbent applies standard policies and procedures to determine appropriate programs for participants. Incumbent refers to Director for unusual or unprecedented situations. Work is reviewed periodically for attainment of objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, program participants, inmates, treatment agency personnel, community service agency personnel and the public for purposes of exchanging and explaining information and coordinating referral services.

Incumbent reports to the Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs many duties in an office environment involving sitting for long periods. Incumbent may be exposed to potentially violent/irate individuals. Incumbent occasionally works evening hours, extended and/or weekend hours, and occasionally travels out of town for training, sometimes overnight.

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Case Manager of the Alcohol and Drug Court Services Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract for employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print/Type Name