

Drug Treatment Court of Maryland

Position: Part -Time Drug Court Case Manager – Non Clinical

Funded By: Drug Treatment Court Commission of Maryland

Opening Date:	03/24/21	Closing Date:	04/07/21
Job Title:	Part Time Drug Court Case Manager-Non Clinical	Position Type:	Part Time 28 hours
PIN:		FLSA Status:	
Location:	Circuit Court Maryland	Grade/Salary Range:	K04-\$20.59

Essential Functions: Under the auspices of the Drug Treatment Court Commission of the Administrative Offices of the Court, and general direction of the Drug Court Judge, Court Administrator and/or the Administrative Clerk and the Drug Court Coordinator, this position will be responsible for overseeing the ancillary service component of the drug court program. Major responsibilities as the "resource specialist" include expert knowledge of the community and services to citizens in general, developing case plans, facilitating access to services and monitoring participant progress, completing weekly case notes, writing agreements, following judicial directives, weekly report writing, evaluating new resources, establishing new contacts, developing partnerships, being innovative with traditional services, foresight to assess program and participant needs, support client needs and ability to manage case load.

Education: Bachelor's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology or a related field.
Associate's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology or a related field; *pursuing a four year degree with at least two years experience of field work.*

Experience: Two years of fieldwork or case management experience to include project or program case management, in the field of addictions, human/family services, health services, public safety or law enforcement, court management.

Note: This position **will not** act in a clinical capacity and supervision hours will not be offered if applicant requires clinical licensing hours. Licenses and Certificates are not a requirement for employment.

Skills/Abilities: Knowledge of case management, knowledge of clinical and criminal justice services, levels of care, ancillary services, ability to develop partnerships, ability to communicate effectively, to facilitate meetings, gives presentations, and engage outside organizations to utilize services and to compose grants proposals. Ability to develop and foster a spirit of teamwork among participants, develop and supervise, community service and volunteer projects for participants and committees and to bring people from different agencies together to accomplish the goals of the program. Ability to exercise a high degree of confidentiality, judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel, service providers, and the public. Ability to apply statutory requirements and to understand and comply with state and federal confidentiality laws concerning medical and substance abuse treatment. Excellent interpersonal and writing skills and ability to maintain good long-term working relationships within and outside the Judiciary and ability to perform all essential functions of the position.

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.