

JOB TITLE: Case Manager

**DEPARTMENT:** Fayette County Accountability Court (State Court)

**Salary:** Based on Experience

**JOB SUMMARY:**

The function of the Case Manager is to provide day-to-day individual case management planning and other related duties for program participants. The Case Manager must work well in a team setting and demonstrate excellent leadership qualities.

**MAJOR DUTIES:**

- Provides follow-up services, ongoing non-clinical assessment, and case management to participants. These duties include but are not limited to medication compliance (pill counting/drug testing) and skills assessments using interviews and approved screening tools. This may involve linking to existing resources or developing resources to meet identified needs (clothing/food/medical/educational/ transportation, etc.).
- Presents information and recommendations to the accountability court team and State Court Judge for use in monitoring compliance and treatment plan reviews for participants.
- Provides intensive monitoring compliance with Court mandates through a variety of participant and agency contacts including treatment services, law enforcement and probation. As the surrogate for Sentence Enforcement, supervision of conditions of probation are managed.
- Records and documents data used in tracking procedures for outcome measures, including those needed for grant and State records reporting.
- Performs tasks directed by Judge and Coordinator as needs are identified with participants.
- Collects, documents, and submits fees paid by participants.
- Files legal documents for law enforcement processing, court, and records purposes.
- Specific to Veterans Treatment Court: VJO Specialist, Veterans Administration and Veterans Support Groups interaction and information share

**KNOWLEDGE REQUIRED BY THE POSITION:**

Knowledge of behavioral health treatment for persons with addictions and psychiatric disorders including Veterans who are chosen to participate in the Fayette County Accountability Courts.

- Knowledge in development and management of case management plans for persons with addiction and psychiatric disorders.
- Knowledge of community resources needed for target population and skill in development of resources on individual basis.
- Knowledge of court operations.
- Knowledge of law enforcement and community supervision (Probation/Parole) functions and limitations.
- Skill in written and oral communications.
- Skill in dealing with the public.
- Skill in scheduling, educating others and planning and resource exploration and development.
- Skill in operating a variety of office equipment such as computer, calculator, fax, and copier.

**SUPERVISORY CONTROLS:** The Coordinator of Accountability Court assigns work in terms of providing general instructions and requiring the Case Manager to use discretionary judgment in applying established procedures, laws, and practices to job tasks. The Case Manager is responsible for planning work and resolving conflicts that arise in conjunction with the Court, Treatment Providers, and Surveillance, or other staff, when the coordinator is not available for consultation which may include decisions in the field (home/work). The position reports to the Coordinator of Accountability Court.

**GUIDELINES:** Guidelines include federal and state laws, county policies and procedures, codes and ordinances, standard operating procedures, personnel policies and procedures and guidelines issued by the County Manager and Board of Commissioners. At no time shall the case manager operate in areas not specific or sanctioned for the position such as giving legal advice or therapeutic counseling. Additional guidelines are required for any grant involvement.

**COMPLEXITY:** This position is complex due to the diversity of tasks and responsibilities, the multiplicity of guidelines, and the population served. It involves adults with severe substance abuse and psychiatric disorders with multiple needs and limited resources and (if applicable) Veteran specific issues. Each case is unique and must be handled on an individual basis.

**SCOPE AND EFFECT:** The purpose of the work is to efficiently network services between the criminal justice system and the Accountability Court to provide and monitor a treatment plan for participants.

**PERSONAL CONTACTS:** Contacts are typically with a wide variety of people such as Judges and Court personnel, County employees, Veterans Administration, Public Safety staff, mental health professionals and persons with psychiatric disorders and their families, and resource agency staff.

**Minimum Training and Experience Required**

A bachelor's degree and a minimum of two (2) years' experience working in an accountability court or the criminal justice field is preferred. An equivalent combination of education, including a bachelors' degree in psychology, sociology, criminal justice, human services or related area, and experience may be considered. Knowledge of national best practices of Drug Court and the Standards for Georgia Accountability Courts is preferred.

**Submit Resume and cover letter to:**

Fayette County Accountability Courts

Attn: Jourdan Crawford

1 Center Drive

Fayetteville, GA 30214

Email: [jcrawford@fayettecountyga.gov](mailto:jcrawford@fayettecountyga.gov)

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