

**Circuit Court for Somerset County
Adult Recovery Court Program
Non-Clinical Case Manager**

Position Type: Full Time/ Exempt/ Grant Funded/ At-Will

Employee Type: **Somerset County Government**, Circuit Court Employee

Employment Location(s): Somerset County Health Department (Primary)
Circuit Court for Somerset County (Secondary)

Schedule: Full time - 40 hours per week

Rate of Pay: \$25.50 per hour plus benefits

Closing Date: **January 21, 2021**

POSITION OVERVIEW

The Adult Recovery Court (ARC) is a post-plea, pre-sentence model designed to help those who are seeking to overcome substance use disorders and related criminal offenses. It is the mission of ARC to reduce drug dependency through a structured treatment program of four phases, frequent monitoring and court reviews. Intervention by the program holds the participants accountable while reducing substance use and overdoses, therefore, strengthening the safety of families and communities. The ARC Case Manager is responsible for providing case management services to adults participating in ARC. The ARC Case Manager will link participants with and oversee the ancillary service component of the program. The Case Manager will obtain and provide regular compliance reports to the Program Coordinator and Judicial Officers about case management meeting attendance, phase accomplishments, and compliance with program objectives and court orders. Information obtained in the course of the performance of these duties may be confidential or private in nature and should be treated as such. Employees in this classification do not perform in a clinical capacity and are not offered supervision hours. Employees in this classification do not supervise other positions but do provide intensive participant monitoring. The incumbent reports to the Program Coordinator, Court Administrator, and County Administrative Judge.

EXAMPLES OF ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty successfully. The requirements listed below are a sample and not exhaustive of the knowledge, skill and/or ability required. Reasonable accommodations will be made in accordance with applicable laws to enable individuals with disabilities to perform the essential functions.

- Interviews participants/families and explains the rules and requirements of participation in the problem-solving court program to identify unmet needs of the participants; makes referrals to address those needs; participates in their implementation, and monitors

effectiveness and compliance; and solicits status and compliance reports from external service providers and mental health/substance abuse treatment providers.

- Obtains and verifies information regarding participants' personal background and criminal history, such as: place and length of residence, living conditions, transportation needs, educational and family background, records of prior offenses, history of substance abuse, medical problems and any other issues that might affect the participant.
- Develops, recommends and monitors case plans intended to improve the overall reduction of substance use, steps toward self-improvement and self-sufficiency, and achievement of participants within the community; and ensures that participants are following orders, making appointments, submitting to all treatment directives by communicating with treatment providers and vendors.
- Facilitates access and provides referrals to: employment training and work programs, affordable housing, government benefits and services, health care planning and maintenance, financial and debt planning, community service projects, legal assistance programs, and other applicable services.
- Prepares and maintains reports, case records, and progress summaries while logging all actions taken, correspondence received or transmitted, referrals made, and contacts with individuals/families in program case action logs; completes all clerical requirements regarding the entry of and communication with program participants.
- Enters all demographic data, action taken, correspondence received/sent, court proceedings and other applicable components into statewide automated tracking system in timely (weekly) and precise manner according to policy; documents any other component required by grant funder.
- Participates in pre-court meetings with Judicial Officers and staff to convey case specific updates, review case plans, and determine further information/action needed for participant success.
- Researches and visits public and private service agencies such as: drug/alcohol rehabilitation programs, mental health treatment providers, educational and vocational training programs to develop a knowledge base of available community resources.
- Stays current with trends, best practices and innovations in the field by reading professional publications, maintaining professional networks and other educational opportunities.
- Performs other duties as assigned. In such times that a Program Coordinator vacancy/absence exists, perform supportive duties to maintain grant requirements and program processes at the discretion of the Court Administrator.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of all terminology, applicable laws, ordinances, policies, standards and regulations pertaining to substance use and problem-solving court programs.
- Knowledge of clinical services, criminal justice events, and life skills management.
- Knowledge of and ability to apply fundamentals of business English, spelling, grammar, punctuation, standard office practices and procedures, accurate data entry and basic MS Office computer skills.
- Knowledge of services offered by public and private facilities in the areas of substance abuse, health and welfare, employment, educational and vocational training in and around Somerset County, Maryland.
- Knowledge of HIPAA, 42 CFR Part 2, health care reform, and other applicable regulations required to comply with state and federal confidentiality laws.
- Skilled customer service, patience, and demeanor with ability to be an empathetic advocate to support participants' needs.
- Skilled in communicating professionally and effectively with participants, Judicial Officers, court personnel, attorneys, law enforcement officials, stakeholders and staff from public and private service agencies, including with those with diminished education, mental or physical abilities. This also includes ability to read body language, probe for information in a non-threatening manner, and ability to develop rapport and trust with the participants.
- Ability to work the full-time schedule as agreed upon with management with flexibility to accommodate morning or evening hours for travel, court start/end times, meetings and conferences.
- Ability to maintain a regular, punctual and reliable level of attendance.
- Ability to competently testify and/or orally present information in court proceedings.
- Ability to make independent decisions based on experience, good judgment, and established policies and procedures.
- Superior attention to detail for client case files, case management, composing, typing and proofing materials; ability to set priorities, and simultaneously process multiple duties and responsibilities.

MINIMUM QUALIFICATIONS

- Associate degree in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, or a related

field from an accredited college or university. *Licenses and Certificates are not a requirement for employment.*

- Two years of related work or case management experience preferably in the field of addictions, behavioral health, human/family services, health services, public safety, or court management.
- Demonstrated proficiency in the full Microsoft Office Suite, Windows 10, email and ability to learn other computer software as required.
- Superior writing skills and command of the English language.
- Excellent oral and written communication skills, empathy for participants, and an even temperament.
- Excellent organizational skills and customer service, as well as competence in a fast-paced environment.
- Must have and maintain a valid driver's license.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, or a related field from an accredited college or university.
- Experience in a problem-solving court or working directly with those who have criminal and substance abuse histories.
- Conversational Spanish.
- Experience with public speaking.

TRAVEL

- Required ability to transport self to attend court hearings, meeting and trainings in various locations.
- Required ability to transport self to Annapolis, Maryland area for trainings and conferences, which occur once quarterly, on average.
- Preferred ability and willingness to travel out-of-state for trainings and conferences specifically related to substance use disorder and problem-solving courts, which occur twice per year, on average.

Conditions of Employment: A criminal background check and drug screening will be required before the successful applicant is hired in accordance with the Somerset County Commissioners. Must adhere to the policy on a drug free workplace. The employer reserves the right to reject any or all applicants, re-advertise and/or withdraw the position. Applicants must be United States citizens or eligible to work in the United States. This position is a contractual grant funded position subject to the personnel policies and procedures set-forth in the Handbook of Governing Rules and Regulations for Somerset County as well as the Maryland Judiciary policies.

At Will Employment: Somerset County employees are at-will employees and serve at the discretion of the Administrative Judge and Court Administrator. This means that either an employee, or the Court, may terminate the employee relationship at any time, with or without cause. There are no contractual relationships between the Circuit Court and an employee. Letters, benefit or policy statements, performance evaluations, handbooks, or other employee communications should not be interpreted as a contractual relationship. The at-will relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents.

EEO Employer: The Circuit Court for Somerset County is 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 only when notified of the offer to be interviewed.

To Apply: All of the following must be received by: Joy M. Keller, Court Administrator via email: joy.keller@mdcourts.gov before midnight on January 21, 2021:

- (1) Cover letter stating reason for interest in the position. Include how your skills, education and training qualify you for this position.
- (2) An essay of 150 words or less telling us about a time when you interacted with irrational, rude, and/or a mentally ill person.
- (3) Resume (it must include the month and year of each employment/ education/ training).

Only those whose **complete** packet is received before the closing date and meet or exceed the minimum qualifications will be considered for an interview.