

**SUPERIOR COURT OF DEKALB COUNTY,
GEORGIA STONE MOUNTAIN JUDICIAL CIRCUIT
4TH JUDICIAL ADMINISTRATIVE DISTRICT**

Accountability Courts – Case Manager

Closing Date: Open Until Filled

Purpose of Classification:

The purpose of this classification is to perform individual case management services for our DeKalb County Accountability Court participants.

Essential Functions:

Manages and coordinates the case management caseload for the DeKalb County Accountability Courts participants, with a focus on high-risk participants. Work within a multi-disciplinary Accountability Court Team to monitor participants' progress throughout the program.

This individual will be responsible for developing and updating case management plans, maintaining supporting documentation, coordination of community resources for participants, and ensuring effective communication takes place between all team members regarding participant progress. Utilization of our case management database to make sure participant notes are entered within 72 hours of participant contact.

Attends weekly treatment staffing's, court appearances, etc. Conduct individual and group case management sessions.

Maintains procedures for confidentiality, release of criminal history information, and program adherence to and compliance with established Federal, State, and local standards and guidelines. Conduct random drug screens (via same sex observations) as needed. On call rotation, as assigned.

Minimum Qualifications: Bachelor's Degree in Social Work, Psychology, Public Health, Criminal Justice or related field preferred. A minimum of two years of experience working with clients in the criminal justice system, addiction counseling, or related field. Prefer direct experience working within an accountability court model, and experience with delivering evidence-based practices.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to such adverse environmental conditions as crowded conditions, temperature extremes, strong odors, disease/bodily fluids, or violence.

To Apply:

Submit letter of interest and resume, including professional references identifying both current and former immediate supervisors to: SC.JOBS@DEKALBCOUNTYGA.GOV . No phone calls please.