



# VACANCY ANNOUNCEMENT

**Position:** Case Manager (FT)

**Starting Pay Rate:** \$18.75/hr

**Posting Date:** March 1, 2024

**Department:** Stephens County Drug Court

**FLSA Status:** Non-Exempt

**Closing Date:** Open Untilled Filled

## **Job Summary:**

This position is responsible for providing comprehensive supervision and case management for felony-convicted participants with substance use disorder assigned to Stephens County.

## **Major Duties:**

- Monitors daily activities of defendants placed in the Stephens County Felony Drug Court.
- Maintains updated records of defendants' residences, employment, offender status, etc. in a timely manner.
- Screens and assesses new referrals.
- Provides orientation information to new participants and advises participants on current policies/expectations.
- Compiles a written report of findings in database and bi-monthly team staffing notes.
- Evaluates information and makes decisions within established policies and standards.
- Provides crisis intervention services as needed.
- Has a basic knowledge of mental health and substance abuse issues and make applicable to participants?
- Assists participants with goal completion, such as time management, job searching, budgeting, etc.
- Motivates participants to comply with rules and meet personal goals through goal dates and follow-up.
- Searches employment and community service opportunities for participants.
- Assists treatment team in scheduling appropriate treatment activities for participants.
- Advocates for participants with other community agencies, such as DFCS, law enforcement, school, etc.
- Assists the Coordinator in crisis management, public awareness and other duties as assigned.
- Attends and participates in training as applicable to job duties.
- Understands core concepts of Accountability Courts and stays current on evidence-based practices and best practices as applicable to specific programs.
- Acquire urinary or oral drug screen from participants as needed.
- Attend Annual Conference and participate in other out-of-town or local trainings as needed.

## **Minimum Qualifications:**

- Knowledge and level of competency commonly associated with completion of specialized training in the field.
- of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually.
- associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

The successful candidate must complete a Background/Reference Check and Pre-Employment Drug Screening prior to the start of employment.

**To Apply:** All applicants must complete a Habersham County employment application. Applications can be found online at [www.habershamga.com](http://www.habershamga.com). Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.