

EXHIBIT “C” – Case Manager Scope of Work

Purpose of Job

The purpose of this job is to provide case management and limited individual counseling services for participants in the Piedmont Judicial Circuit Drug Court. Duties and responsibilities include, but are not limited to, the linkage and provision of ancillary social and community services to participants and follow-up individualized counseling assistance and performing additional tasks as assigned.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepare and provide to the Drug Court team weekly summaries regarding each participant’s progress.

Attend all required trainings for the Court as well as weekly team planning meetings and Court sessions.

Meet regularly with all participants under the Case Manager’s care subject to specified minimum contact hours.

Assure that the Court is well informed and that services remain uninterrupted if staff is unavailable.

Primary case management duties include, but are not limited to:

Meeting with participants at least weekly or as directed by the court for a check-in and status review.

Assisting in the collection and maintenance of relevant participant data and demographic information. Such information may include history of compliance, referrals for other services, drug testing results, etc.

Linkage and follow-up to ancillary support services for participants in an effort to coordinate the utilization of community-based services such as health and mental health services, victims’ services, disability housing, entitlements, transportation, education, vocational training, and job skills training and placement to provide a strong foundation for recovery.

Discharge planning and after-care follow-up.

Conduct individual counseling and rehabilitative sessions with participants as needed.

Conduct specimen collections and otherwise assist with drug screening, as applicable.

Perform administrative work such as data entry, filing, answering phones, copying, correspondence, etc.

Perform other related duties as required.

Knowledge, Skills and Abilities

Maintain current knowledge of the policies, procedures, and activities of the Drug Court as they pertain to the performance of duties relating to the position. Maintain current knowledge of the terminology used within the Drug Court and related case management standards, protocol, procedures. Maintain current knowledge of filing systems, and various word processing, spreadsheet and database software. Compile, organize, and maintain an assortment of records, reports and information in an effective manner and according to Drug Court and/or governmental regulations. Cultivate ability to communicate effectively with supervisors and other staff members. Acquire and maintain ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in social work, psychology or related field. Master’s degree preferred. Licensure and/or certification in one or more counseling, addiction or social work fields required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Proof of liability and other insurance may be required.