

## **CASE MANAGER**

### **ROLE**

The Case Manager has the primary responsibility to make appropriate assessments and referrals of all Misdemeanor Drug Court participants on their caseload. The principal focus of this role is to provide close supervision of the participants on their caseload to insure treatment compliance and progress while making changes in level of care when required. Frequent communication and/or contact with treatment providers is a primary part of the caseload supervision.

### **RESPONSIBILITIES**

The duties of the Case Manager at the Rockland County Drug Court are as follows:

- ◆ To contact potential participants cleared by the District Attorney to provide information and screen for interest in the Drug Court Program.
- ◆ To complete an assessment of the referred defendant to provide a recommendation for acceptance to or rejection from the Misdemeanor Drug Court Program.
- ◆ Develop a treatment plan from the information provided during the assessment and make the appropriate level of care referral, and revise as needed with appropriate changes in level of care.
- ◆ Coordinate all services including treatment, social services, housing, education, vocational training, medical, psychiatric, and legal to insure that the participant meets all criteria for phase movement and graduation.
- ◆ For those clients in residential treatment settings, maintain at least monthly contact with the participant and treatment provider. Collect and review Treatment Reports from treatment providers on a weekly basis. Complete Misdemeanor Drug Court Progress Reports for the Misdemeanor Drug Court Team on a weekly basis.
- ◆ For those clients in outpatient treatment settings, maintain at least weekly contact with the participant and treatment provider. Collect and review Treatment Reports from treatment providers on a weekly basis. Complete Misdemeanor Drug Court Progress Reports for the Misdemeanor Drug Court Team on a weekly basis.
- ◆ Provide collection of observed urine samples for drug screening.
- ◆ Provide names for random drug screening.
- ◆ Maintain Drug Court Program case files.

- ◆ Maintain phase status, phase change dates and court dates on all participants on caseload.
- ◆ Liaison with private attorneys, insurance companies, and significant others.
- ◆ Attend site visits and case conferences at treatment programs.
- ◆ Participate in Misdemeanor Drug Court Team meetings.
- ◆ Attend professional conferences and trainings.
- ◆ Assist with outreach efforts to the local communities.

### QUALIFICATIONS

The *minimum* requirements for the position of Drug Court Case Manager are:

Bachelors Degree

Experience in the chemical dependency and/or criminal justice field

Familiarity with computer technology