

Juvenile Drug Court Case Manager (FTE: 40 hrs/week) (Salary Range: \$38K -\$45k)

May 3, 2017

NOTICE OF VACANCY

POSITION: Juvenile Drug Court Case Manager (Grant Funded)

LOCATION: Juvenile Courts: New Bedford, Ma, Fall River, Ma, Taunton, Ma

SALARY RANGE: \$38,000 – \$45,000 annually

***SHIFT: 8:00 am – 4:00 pm**

***DAYS OFF: SAT/SUN**

GENERAL DUTIES, RESPONSIBILITIES, REQUIREMENTS:

See Attached Job Description

***FLEXIBLE HOURS ARE REQUIRED AT TIMES**

TO APPLY:

Those who are currently employed by the Bristol County Sheriff's Office and are interested in this position must submit a letter of interest to the Human Resources Division on or before May 17, 2017 at 4:00 p.m.

Those who are not currently employed by the Bristol County Sheriff's Office and are interested in this position must submit an employment application to the Human Resources Division on or before May 17, 2017 at 4:00 p.m. Applications can be found on our website at www.bcsso-ma.us.

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, national origin, religion, disability or sexual orientation.

PLEASE POST

Juvenile Drug Court Case Manager (FTE: 40 hrs/week) (Salary Range: \$38K -\$45k)

***This is position is funded by a two year grant** from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and subject to appropriation.

Duties and Responsibilities:

1. Perform intake interviews of referred youth.
2. Develop Integrated Care Plan with youth and parent or guardian and reevaluate same as needed with JDC Team.
3. Supervise youth through the phases of the JDC program and coordinate satisfactory dispositions.
4. Identify and facilitate pro-social drug free connections for youth.
5. Conduct psycho-social education groups for youth.
6. Provide case management and oversight of youth referred to the Juvenile Drug Court (JDC).
7. Perform evaluations and prepare written reports according to established guidelines for Juvenile Drug Court Team.
8. Provide referral and liaison services at assigned courts for youth with identified substance abuse issues.
9. Maintain liaison relationship with various public and private agencies, organizations and officials as they relate to the JDC.
10. Testify as needed at court hearings/JDC meetings to provide information concerning the JDC involved youth and potential disposition/treatment options.
11. Conduct ongoing visits with youth at home and in community.
12. Maintain contact with youth for a period of time after graduation.

Qualification for Position:

1. Bachelor's Degree (preferred)
2. At least three (3) years of full time, or equivalent part time, professional experience in human service, case management work.

Supervisory relationships:

The Juvenile Drug Court Case Manager will report directly to the Juvenile Drug Court Director, the presiding Bristol County Drug Court judge.

Personal Qualities:

The Case Manger provides supervision and support services for clients and helps them to establish goals and identify means to reach these goals. Decisions on establishing goals and formal action plans will always be made in conjunction with the client and case manager/treatment team and reviewed with the supervisor, demonstrating collaborative values and client-centered care. The Case Manager should have the ability to relate to youth and families.

Skills, Knowledge and Prior Experience Required:

1. Experience working in court settings and or human services field (preferred).
2. Knowledge of the human services and criminal justice systems.
3. Knowledge of community resources as they relate to JDC youth.
9. Ability to assess the needs of substance dependent youth.

Travel/Other Special Conditions or Requirements: Local travel to see clients and supervise pro-social activities. Flexible schedule.