

NOTICE OF JOB OPENING FORM

Supervising elected official: **Chuck Clawson**

Fund Number: **3533**

Department: **0403**

Budget Line Item: **1001**

Rate of pay: \$ **50,000**

Working hours: **8:00am – 4:30pm**

Job Title: **Drug Court Case Manager**

Job Description: **The Drug Court Case Manager is responsible for managing a caseload of high-risk/high needs and or high-needs low-risk participants in a specialized drug court program, and provides the substance abuse, treatment, and mental health perspective to the judge and collaborative team. Incumbents assigned to the classification are responsible for coordinating a grant-funded collaborative court program, developing programmatic tools, and participating in data collection and evaluation.**

Essential job functions: **The Case Manager helps each participant to move through their phase system in a timely manner, get their basic needs met through targeted service referral, abstain from all drugs and alcohol, successfully complete addiction treatment, create a recovery support network, graduate the drug court program, and stay out of the criminal justice system.**

Minimum requirements

Education: **Bachelor's**

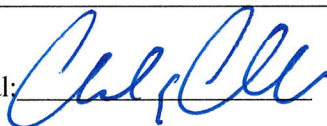
Experience: **The equivalent to one year of full-time experience performing counseling, psychotherapy, or social-services case-management, preferably in a substance abuse treatment program**

Skills and knowledge: ***Knowledge of* current trends as they relate to alcohol and drug issues in society and criminal justice administration; court organization, functions, responsibilities, and procedures; grant funding and grant management; basic mathematics; report writing techniques; current recovery models, substance abuse, alcoholism, and addiction; State regulations pertaining to client confidentiality; community resources; current substance abuse, mental health services, and community resources in Faulkner County**

Position posting date: \_\_\_\_\_

Position closing date: \_\_\_\_\_

Signature of supervising elected official: \_\_\_\_\_



Date: 9/5/2025

# Drug Court Case Manager

## JOB DESCRIPTION:

Initial assessment of Drug Court participants; referral to appropriate treatment to include substance abuse, mental health, and ancillary services i.e. educational, housing, employment resources; establish and maintain relationships with community resources; create and provide to the Drug Court Team regular progress reports with identified issues and treatment recommendations; maintain client data; provide program statistics and data reports as required by the Project Director; maintain frequent contact with offenders as determined by treatment plan; coordinate supervision with offender probation officer; staff and team meetings on a regular basis; and duties as assigned.

### DISTINGUISHING FEATURES:

The Drug Court Case Manager is responsible for managing a caseload of high-risk/high needs and or high-needs low-risk participants in a specialized drug court program, and provides the substance abuse, treatment, and mental health perspective to the judge and collaborative team. Incumbents assigned to the classification are responsible for coordinating a grant-funded collaborative court program, developing programmatic tools, and participating in data collection and evaluation. The Case Manager helps each participant to move through their phase system in a timely manner, get their basic needs met through targeted service referral, abstain from all drugs and alcohol, successfully complete addiction treatment, create a recovery support network, graduate the drug court program, and stay out of the criminal justice system.

***Ideal Candidates will*** be highly organized; be self-motivated; be comfortable working collaboratively with a diverse range of staff, clients, and stakeholders; have excellent writing skills; have a professional demeanor; be solution-focused; have strong interpersonal skills; be able to describe their personal self-care program.

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, each individual in this classification may not necessarily perform all listed duties. Further, employees may perform other related duties at an equivalent level.

1. Provides pre-placement services that include psycho-social assessments/evaluations and referral services for several drug courts; collaborates with key stakeholders.
2. Develops treatment plans; identifies available residential and outpatient treatment options and community resources; matches clients with the appropriate treatment services.
3. Uses evidence-based risk and needs assessment instruments to determine eligibility and services needed. Prepares case history reports for the judge and team and recommends program assignments to specified treatment modalities. Assessments may be administered on candidates who are in-custody and out-of-custody. Stays up to date with continuing education and training on assessment tools.
4. Works closely with partner agencies to ensure program participants are engaged in and supported by services that may include addiction treatment, mental health counseling and medication, recovery meetings, employment-readiness training, education, housing, and other services.
5. Coordinates services to meet the basic needs of each participant; prepares status reports; updates all required databases; compiles necessary statistical data; compiles periodic reports of activities for evaluation purposes; and prepares comprehensive progress reports for judicial officers and stakeholders.
6. Helps create a dynamic and positive drug court culture by implementing best-practices in the courtroom. Stays current with continued education and training on drug court best practices.
7. Collaborates with multidisciplinary team members to support participant progress. Problem solves as collaborative concerns arise between the stakeholders. Protects the non-adversarial model by negotiating the personalities and various mission statements of the stakeholders.
8. Facilitates alumni and therapeutic support groups. Chaperones outings to pro-social activities in the community.
9. Takes direction from the Project Director, or designee, on a variety of administrative and program activities including data collection, research, grant preparation, program evaluation, and special projects.
10. Participates in on-going training and skills-development, staying current with developments in the fields of addiction treatment, case management, and collaborative courts.
11. Works with court administration and Project Director to perform all required data collection, evaluation, and grant reporting practices. Keeps program in compliance with all grant requirements.
12. Performs other related duties as assigned.



## MINIMUM QUALIFICATIONS:

### Education

Possession of a Bachelor's degree in psychology, social work, therapy, counseling, or other behavioral science.

### Experience

The equivalent to one year of full-time experience performing counseling, psychotherapy, or social-services case-management, preferably in a substance abuse treatment program.

## KNOWLEDGE AND ABILITIES:

***Knowledge of*** current trends as they relate to alcohol and drug issues in society and criminal justice administration; court organization, functions, responsibilities, and procedures; grant funding and grant management; basic mathematics; report writing techniques; current recovery models, substance abuse, alcoholism, and addiction; State regulations pertaining to client confidentiality; community resources; current substance abuse, mental health services, and community resources in Faulkner County; trauma-informed systems and practices; motivational interviewing and counseling techniques; case management practices; group facilitation skills; cultural humility with awareness of privilege and respect for diversity; co-occurring disorders and their effects on justice-involved and formerly-incarcerated individuals; social and psychological barriers to successful reentry; program development

***Ability to*** analyze problems and complaints and identify solutions; prepare, interpret and evaluate statistical data and reports; communicate orally and in writing on a variety of issues; understand, interpret and apply procedures, laws, rules and regulations as they apply to assigned area; work collaboratively with judges, staff, and attorneys; use computer applications; work with individuals from diverse socioeconomic, cultural, disability and ethnic backgrounds; establish and maintain effective working relationships with others; collaborate with other multidisciplinary team members; communicate effectively; motivate a justice-involved population in a positive, constructive manner; facilitate self-determination and self-care through the tenets of advocacy, shared decision making and education; navigate the health care and community provider system to achieve successful care; create detailed progress reports that can be relied on in a court of law; efficiently manage time and prioritize multiple tasks; use computer systems proficiently in word processing, email, internet and spreadsheets.

### **Compensation and Benefits:**

- **Salary:** \$50,000 annually, with standard Faulkner County benefits.