

Drug Court Case Manager: Lookout Mountain Circuit Drug Court

JOB SUMMARY: This position provides support for the Drug Court Coordinator in the day-to-day operations of the Drug Court Program. This position is responsible for the tracking of participant progress, data collection, data dissemination and accurate and timely maintenance of all spreadsheets. This position will prepare, update and maintain participant files, as well as maintain databases and tracking systems for the Drug Court. This position will be working directly with at-risk participants to assist with life skills such as time management, budgeting, helping navigate through the job application process, and also connecting participants to community resources. An acute attention to detail and ability to work in a fast-paced environment with high expectations are essential, maintaining confidentiality of all offenders and office information as required. This list is not all inclusive. Other duties may be required or assigned.

PREFERRED MINIMUM QUALIFICATIONS: Bachelor's Degree in Criminal Justice, Social Services or related field, and/or a minimum of two (2) years of experience working with at-risk population, preferably in court mandated program services, counseling services or a related field, including experience working with the criminal justice population and counseling/case management. Must possess superior communication skills, particularly with at-risk population. Direct experience and knowledge of the accountability court model, substance abuse treatment and community health disciplines is highly desirable.

Salary: \$19.23/hr. This is a 40 hour/week (6) month grant funded, non-civil service/merit system position, starting January 1, 2019. To apply, please send your resume and cover letter to the District Court Administrator at jovercash@7jad.com. The closing date for this position is December 17, 2018.