

JOB NOTICE



Gwinnett County Government
Department of Human Resources
75 Langley Drive
Lawrenceville, GA 30046
770.822.7915
www.gwinnettcountyjobs.com

Veterans' Treatment Court Case Manager (Part-time Contract Position) \$17.00 - \$19.00/hour

Essential Duties and Responsibilities:

Receives referrals from the Solicitor's Office, Defense Attorneys, Defendants, Defendant's family, and the community; discusses expectations with clients and family members; solicits input from family members, prior treatment providers, and program officials; compiles a written report of findings including recommendations and presents the findings to the Accountability Court team; evaluates the information and makes decisions within established policies and standards; provides crisis intervention services; maintains case files, intakes and contact logs as well as the offender's statistical database accurately and in a timely manner; keeps current on applicable laws and regulations, as well as clinical developments within a professional area of knowledge; maintains professional levels of communication with internal and external contacts.

- Review arrests daily for possible court candidates
- Interview, screen, and gather demographic information on offenders whose charges qualify for the court program
- Explain in detail court program to interested offenders or referring agency
- Notify the Solicitor's Office of offenders who meet basic eligibility requirements
- Assist participants with life skills such as time management, job hunting, and budgeting
- Research employment and community service opportunities for participants
- Maintain paper and electronic files on participants
- Attend court team meetings and required training
- Observe drug screen collection for same sex participants

Required Knowledge and Skills:

- Considerable knowledge of mental health diagnosis, substance abuse, addictions, and case management practices;
- Considerable skill in dealing effectively with mental health and substance abuse offender's behaviors;
- Considerable skill in documenting behaviors and maintaining accurate records;
- Considerable skill in interpersonal communications in a collaborative format;
- Working skill in exercising sound judgment and ability to make decisions independently;
- Working skill in keeping within current standards and practices of the social work (Treatment Court) profession;
- Considerable skill in working independently in a fast pace, sometimes stressful environment;
- Considerable skill in multitasking with efficiency and accuracy.

Additional Requirements:

The position requires a valid Georgia driver's license and private vehicle for periodic travel to the Gwinnett County Jail for interviews, the Accountability Court treatment provider's office and for Accountability Court training.

Preferred Requirements:

Applicant must be familiar with local & state resources for the criminal justice population; be knowledgeable of mental health, addiction, alcoholism & pharmacology; be knowledgeable of gender, age, & cultural issues that may impact the offender's success; monitor treatment & ancillary services; manage caseload & case management system; knowledgeable of 12 steps & assists clients in not only addressing addiction issues but also job training/ placement & housing issues. Prior experience within a Treatment Court setting is preferred.

The applicant selected for the position is subject to a criminal and financial background check.

TO APPLY: Submit your resume to Kimberly Ciccaglione in the Administrative Office of the Courts
(kimberly.ciccaglione@gwinnettcounty.com)

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