

8<sup>th</sup> Circuit Court  
COUNTY OF IONIA  
POSITION OPENING  
\*PENDING BOARD APPROVAL\*

**Title: 8<sup>th</sup> Circuit Adult Drug Court  
Case Manager**

Starting Pay: Grade 10 Step 1  
Hours: 29 hours per week

Location: Ionia County

Minimum Qualifications:

- Minimum bachelor's degree from an accredited college or university in criminal justice, corrections, correctional administration, social work, social science or psychology,
- OR-
- Minimum bachelor's degree and an accumulated total of two (2) years paid full-time experience working in substance abuse/mental health field, a criminal court service or drug rehabilitation program.

General Summary: Under general supervision of the Adult Recovery Court Assigned Judge, the case manager provides case management services to participants enrolled in the Adult Recovery Court program. Primarily, the case manager will monitor progress with program requirements and refer clients to appropriate services including treatment and additional ancillary services.

**Principle Duties and Responsibilities:**

1. Participate in planning sessions to coordinate and problem solve with other criminal justice and human services agencies to address multiple problem areas affecting participants.
2. Acts as a liaison with appropriate ancillary service agencies such as vocational, rehabilitation, education, transportation, legal aid, substance abuse, and other treatment services.
3. Coordinate a team of service providers including both treatment and ancillary services for participants as needed.
4. Provide face-to-face guidance and report progress to related parties and the court.
5. Meet with participants on a regular basis to monitor progress and track compliance with court-ordered requirements.
6. Assist the probation department in monitoring defendants' proposed employment, training, education, transportation, and/or living arrangements.
7. Assist with the bi-weekly court documents reflecting participant progress.

8. Assist the probation department, treatment providers and Program Coordinator with data entry into the Drug Court Case Management Information System (DCCMIS)
9. General skills and knowledge include: excellent verbal and written communication, interpersonal skills, computer keyboard and software.
10. Attend all Adult Recovery Court Team Meetings, Steering Committee Meetings. Attend any professional development opportunities as requested or needed.
11. Performs all other duties as assigned.
12. Maintain confidentiality while working with sensitive information.

\* Successful applicant must complete a pre-employment drug screen and background check.

\* Have a valid driver's license

Please send an application, resume and cover letter to:

Ionia County Administration Building  
Human Resources  
101 West Main Street  
Ionia, MI 48846

Posting will remain open until May 13, 2021 at 4:00 p.m.

Applications available at [www.ioniacounty.org](http://www.ioniacounty.org)

<b>Ionia County is an Equal Opportunity Employer</b>
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