

## NOTICE OF OPEN POSITION

The Problem Solving Court of Madison County is seeking qualified candidates for the below listed position. If interested, please provide a letter of interest to Chris Lanane, Coordinator of Problem Solving Courts, 16 E. 9<sup>th</sup> St., Suite403, Anderson, IN 46016. **Resumes must be received by 4:00 pm, Friday, October 11, 2013 to ensure consideration.**

### Job Description

**Position:** Case manager

**Department:** Madison County Problem Solving Courts of Madison County

**Work Schedule:** Typically 8:00 am – 4:00 pm, but must be able to work beyond traditional County work hours.

**Job Category:** Case Manager

### **The responsibilities and duties of a Case Manager for the Madison County Problem Solving Courts are as follows:**

The Case Manager is responsible for the overall supervision of participants of Problem Solving Courts (PSC) as well as the linking, monitoring and coordinating of treatment, rehabilitation services and other collateral services. The case manager is responsible for the ongoing evaluation of strengths, risks and needs of the participant and the development and updating of the individual's case management plan. The position is responsible for documenting the progress of the individual cases in the PSC case management system. The case manager attends the weekly court staffing(s) and provides a summary report on all individuals on his/her caseload, providing information on client progress and treatment plan and recommendations for sanctions, incentives, successful discharge, and termination. Case managers must provide court testimony. Case managers shall conduct home visits to verify living condition representations and appropriateness. Upon appropriate training, the case manager may be required to provide initial screening to assist with determining defendant's eligibility for any given PSC program and/or facilitate addictions education or cognitive behavioral training classes. Case managers will provide observed drug screen monitoring following chain of custody procedures. The position requires fluency in Access, Excel and other software programs. Must take and pass a certification examination for the Indiana Risk Assessment and complete an orientation for case managers through the Indiana Judicial Center within one year of the date of employment. The position requires working outside the traditional County work hours.

**Position requirements:** a baccalaureate degree in criminal justice or a human services field from an accredited university or college, or employed by a problem solving court as a case manager/probation officer before July 1, 2010.