



COUNTY COMMISSIONERS OF CAROLINE COUNTY OFFICE OF HUMAN RESOURCES

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POSITION VACANCY

Problem Solving Court Case Manager (contractual): Circuit Court for Caroline County

The Department: The Circuit Court for Caroline County oversees and manages all types of cases to include civil, criminal, family, and juvenile matters, from prescheduled hearings to processing emergency requests and motions, some of which include both in-person and remote hearings, to jury trials. The Caroline County Problem Solving Court (PSC) program operates within the Circuit Court and serves as a post-sentencing diversionary program designed to decrease crime by treating substance use and mental health disorders. The PSC is a treatment court focusing on providing treatment for substance use disorders, co-occurring mental health disorders including trauma, and other serious problems underlying criminal conduct.

About the Position: The PSC is implementing a two-year Universal Risk Screening pilot program to screen all non-violent offenders to immediately identify high risk high need individuals who have substance use disorders, connect offenders to community resources, and refer those eligible and interested to the PSC Program. The intent of this pilot program is to increase diversity within the program and therefore expand program capacity, connect defendants to community resources sooner, and reduce the time from when a defendant is charged and admitted into the PSC program. The primary roles of the PSC Case Manager are to perform case management duties, facilitate screenings and assess eligibility, and refer eligible and interested defendants to the PSC Program. The incumbent reports to the PSC Coordinator and serves at the pleasure of the Administrative Judge. This is a grant funded, at-will contractual employment opportunity.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to work in-person, full-time (40 hours) between 8:00am to 5:00pm (Monday through Friday) with flexibility to accommodate evening hours for court running late and community stakeholder meetings.
- Maintain a regular, punctual, and reliable level of attendance.

- Ability to work independently and within a team.
- Maintain confidentiality.
- Ability to enter the local detention center and conduct interviews with non-violent defendants.
- Ability to communicate effectively, orally and in writing with everyone, including those with diminished education and mental abilities.
- Ability to exercise a high degree of judgment, tact, diplomacy, and competence in dealing with judges, attorneys, court personnel, team members, defendants/participants, stakeholders, and the public.
- Knowledge of and ability to apply the fundamentals of business English, spelling, grammar, punctuation, standard office practices and procedures, and Microsoft Office including excel spreadsheets.
- Ability to set principles and simultaneously process multiple duties and responsibilities meeting established deadlines.
- Demonstrate the ability to be a team player which includes maintaining good working relations with Judges, attorneys, colleagues, and the public.

ESSENTIAL FUNCTIONS:

- Work in close supervision with the PSC Coordinator and Program Manager, and Administrative Judge.
- Also work in close cooperation with the Court Administrator, Judicial Officers, court personnel, attorneys, correctional officers, the State's Attorney's Office, defendants/participants, and staff from other social, health, education, and related agencies.
- Review weekly reports from the State's Attorney's Office and the Caroline County Detention Center to identify non-violent defendants who are eligible for risk screening.
- Conduct record searches in Maryland Judicial Case Search to determine defendants' criminal and traffic histories.
- Arrange interviews in-person or via Zoom with non-violent defendants to administer the risk screening instrument and collect demographic information including prior/current substance use disorder and prior treatment as well as mental health disorder and treatment.
- During interviews with defendants, provide a summary of the pilot program and the PSC Program highlighting benefits of participation. Also review and have defendants sign consent and release of information forms.
- Connect and provide referrals to defendants for community resources.

- Arrange appointments for clinical assessments with local treatment providers and forensic evaluations with the core service agency.
- Discuss and assess defendants' interest in the PSC Program, and if Risk And Needs Triage (RANT) eligible, refer those defendants to the PSC Program.
- Maintain record keeping, via secured excel spreadsheet located on One Drive file and the AIMS database, documenting defendants' screening and referral status, and case activity.
- Administer, observe, collect, and prepare for shipment drug testing specimens.
- Serve as PSC Case Manager with Oversight from the PSC Coordinator. Providing dedicated non-clinical case management to participants and is responsible for: managing an active caseload of participants; providing services and assistance for participants with substance use and/or mental health disorders; scheduling in-person contacts with the participants; conducting intake interviews; identifying needs and making referrals to community resources to facilitate participant's success; assisting participants in scheduling appointments; coordinating services with treatment providers; arranging transportation to/from court-related appointments; preparing progress reports; closely monitoring participant progress and compliance; administering drug testing; coordinating randomized drug test via the One Step Software and Urgent Care; maintaining case files and other records to document progress and case activity; and ensuring Participant Agreements and *Participant Handbooks* are reviewed and understood.
- Attend the Maryland Judiciary's Office of Problem Solving Courts (OPSC) meetings, training, symposiums, and conferences, as well as other appropriate training.
- Attend community behavioral health related events, meetings, trainings, workshops, etc.
- Attend and participate in the PSC Staff meetings, PSC review hearings, and PSC Policy meetings.

MINIMUM QUALIFICATIONS:

- Associate Degree in public or court administration, public health, health administration, criminal justice, sociology, social work, psychology, addictions counseling or related field from an accredited university.
- Familiarity with treatment and community resources that support recovery from addictive diseases and co-occurring behavioral health disorders.
- Good organizational and collaboration skills as well competence in a fast-paced environment.

PREFERRED QUALIFICATIONS:

- One year or more experience working in an environment dealing with addictions, treatment, monitoring, or counseling.

- Experience with Problem Solving Courts.
- Conversational Spanish.
- Experience and understanding of the operations of a court system of general jurisdiction.

ANNUAL SALARY: \$40,000 to \$52,000

BENEFITS: Paid leave consisting of State Observed Holidays, Vacation, Sick, and Personal. Also medical, prescription, dental and vision health insurance offered to employee only.

Upon an employment offer, applicants must submit to and pass a substance abuse test and complete background check. EOE.

Interviews when granted will be held at an appointed date and time in the Circuit Court for Caroline County, 109 Market Street, Denton, MD 21629.

Once selected and hired, the incumbent will be required to sign a confidentiality statement.

HOW TO APPLY: Apply online at <https://www.governmentjobs.com/careers/carolinemd>. A Cover Letter and Resume are required for your application to be complete. Reach out to the Office of Human Resources with questions via email at hrposting@carolinemd.org or by phone at 410-479-4105.

DEADLINE TO APPLY: Open until filled.

This job description reflects management's assignment of essential functions and describes the general nature and level of work being performed by a person in this position. It does not proscribe or restrict additional various diversified tasks and assignments that may be required by the Administrative Judge or Court Administrator. The above description should not be construed as an exhaustive list of all duties that may be performed by such a person. The position is at will and works at the discretion of the Administrative Judge.

