

*Open Position: **Part Time** Drug Treatment Court Case Manager/Resource Specialist*

The Drug Treatment Court Case Manager/Resource Specialist position is a **(24 hour) part time regular grant position** within the Circuit Court for Carroll County. The hours are Monday & Thursday 9:30am-4:30pm, Wednesday 10:30am-5:30pm & Friday 8:30am-3:30pm (1 hour lunch).

Salary: \$25.09 hour (24-hour work week)

Benefits include eligibility for healthcare plans including medical, prescription, vision, and dental for self, paid annual leave, sick leave and court holidays. This position requires mandatory participation in the Carroll County Government pension plan with a 5% contribution.

Please send a resume by email by March 28, 2025, to: Dena Black,  
Dena.Black@mdcourts.gov, 410-386-2851.

## **CARROLL COUNTY CIRCUIT DRUG TREATMENT COURT**

**Position:** Drug Court Case Manager

**Essential Functions:** Under the auspices of the Office of Problem Solving-Solving Courts and the Administrative Offices of the Court, and general direction of the County Administrative Judge, Court Administrator and the Drug Court Coordinator, this position will be responsible for providing case management/ancillary services to drug court participants.

Major responsibilities of the Drug Court Case Manager include expert knowledge of the community and services to citizens in general, facilitating access to services and monitoring participant progress, developing and writing case plans, completing weekly case notes and reports, following judicial directives, establishing and evaluating new resources and contacts, developing partnerships, being innovative with traditional services, foresight to assess program and participant needs, support client needs and ability to manage case load of up to twenty-five participants.

Examples of Essential Functions:

- Interview participants and explain the rules and requirements of participation in the Drug Treatment Court to identify unmet needs of the participants; make referrals to address those needs and monitor compliance.
- Obtain & Verify transportation needs, housing, employment, medical issues and any other barrier that may affect the participant.

- Develop and monitor case plans intended to improve the overall reduction of substance use, steps toward self-improvement and self-sufficiency, and achievement of participant within the community; and ensure the participant is following all orders and making appointments.
- Facilitate access and provide referrals to employment training and work programs, housing, government benefits and services, health care, financial and debt planning, legal assistance and other applicable services.
- Prepare and maintain reports, case records, referrals made and contacts with participants in Case Management files.
- Enter all demographic data, action taken, correspondence received/sent, court proceedings, curfew checks, drug test results and other applicable components into statewide automated tracking system in timely (weekly) and precise manner according to policy.
- Participate in pre-court (staffing) meeting with Judge and team members to convey case specific updates.
- Stay current with trends, best practices and innovations in the field.
- Perform other duties as assigned.

**Education:** **Preferred** Bachelor's Degree from an accredited college or university in social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or a related field.

**Minimum** Associate's Degree from an accredited college or university in social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or a related field.

**Experience:** Two years of fieldwork or case management experience to include project or program case management, in the field of addictions, human/family services, health services, public safety or law enforcement, corrections, court management. Familiarity and experience with assessment tools focusing on addiction and identifying the needs of potential and current participants.

**Note:** This position will not act in a clinical capacity other than through the use of assessment tools which will be reviewed and discussed with supervisor. Supervision hours will not be offered if applicant requires clinical licensing hours. Licenses and Certificates are not a requirement for employment.

**Skills/Abilities:** Knowledge and experience with regard for case management, ancillary services, clinical and criminal justice systems, and levels of care. Ability to communicate effectively; work independently, as well as part of a team; maintain statistical data including but not limited to entry of data into web-based computer system; provide weekly written and verbal reports; assisting in the grant-writing process; attending meetings as required or directed; facilitate meetings and presentations; build partnerships within the community; assist participants in utilizing needed/requested services; and develop and foster a spirit of team work among participants.

Ability to exercise a high degree of confidentiality, judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel, service providers, and the public. Ability to apply statutory requirements and to understand and comply with state and federal confidentiality laws concerning medical and substance abuse treatment; excellent interpersonal and writing skills and ability to build and maintain long-term working relationships within and outside the Judiciary.

Applicant must have a valid driver's license and the ability to perform all essential functions of the position.