

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

Position: Case Manager – Juvenile Drug Court & Truancy Reduction Court

Grade and Class Title: Grade 21 (Counselor II)

Annual Salary: \$48,096 - \$54,000

Location: Problem Solving Court, Circuit Court for Prince George's County, Upper Marlboro, MD

Typical Duties: The candidate, under the general supervision of the Juvenile Drug Court Coordinator, is responsible for managing an active caseload of clients; performing case management, providing counseling; coordinating and monitoring progress; establishing individual plans; performing drug screening; monitoring and reporting client's program compliance to the Juvenile Drug Court; preparing reports for court hearings and making presentations when needed. Ensuring participants comply with the necessary program policies and procedures by utilizing Global Position system (GPS), electronic and alcohol monitoring equipment and field urinalysis testing. Gathering facts, compiling statistical data, and preparing reports. Maintaining the Juvenile Drug Court management information system as well as recording, reporting, and documenting information relevant to participant's case. Assessing participants' level of risk to public safety. Collaborating with the Truancy Reduction Coordinator to manage an active caseload of clients on juvenile and truancy reduction matters. Performing other duties within the position classification. Some evening hours may be required.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in psychology, social work or a closely related field, plus two (2) years of demonstrated experience in case management working with juveniles in the areas of education, treatment, monitoring or counseling. Previous experience with administering the collection of urine samples, and collection and chain of custody practices is required. Must be able to communicate effectively both orally and in writing, using proper grammar, syntax and spelling, and be experienced in making presentations before small and large audiences. Must be proficient in Microsoft Office Suite and able to operate various database systems. Have the ability to exercise a high degree of judgment, demonstrate diplomacy and exemplify competence interacting with judges, magistrates, attorneys, public officials, litigants, co-workers and the public. Ability to speak Spanish is a plus. Applicants are subject to background check.

ADDITIONAL REQUIRED INFORMATION: A Circuit Court for Prince George's County Employment Application and Supplemental Questionnaire must be submitted for this announcement. Employment Applications are available at <http://princegeorgescourts.org/jobs.aspx>.

CLOSING DATE: Applications must be received by 5 p.m. EST on Friday, December 14, 2018.

APPLY TO: Department of Human Resources, Court Administrative Office
Room M2407, Courthouse, Upper Marlboro, MD 20772
Fax :(301) 952-4447 E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the Workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability. Applicants may obtain a copy of the Circuit Court for Prince George's County EEOP Utilization Report upon request.

Reasonable accommodation provided upon request

Case Manager – Juvenile Drug Court Supplemental Questionnaire

1. Which of the following best describes your level of completed education?

- a.** Master's Degree
- b.** Bachelor's Degree
- c.** Associate's Degree
- d.** High School or G.E.D.

2. Please select your field of study.

- a.** Psychology
- b.** Social Work
- c.** Other Please Specify: _____

3. Describe in detail your experience working in case management with juveniles and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".

4. Do you have any experience administering the collection of urine?

- a.** Yes
- b.** No

5. If you responded "Yes" to question # 4, please describe in detail your experience administering the collection of urine and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".

6. Do you have any experience with the collection and chain of custody practices?

- a.** Yes
- b.** No

7. If you responded "Yes" to question # 6, please describe in detail your experience with the collection and chain of custody practices and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".