

BEHAVIORAL HEALTH COURT CASE MANAGER

QUALIFICATIONS:

- At a minimum, working towards undergraduate degree in criminal justice, social work or a closely related field **OR** 2 years relative experience
- Ability to work with difficult individuals
- Must be a team player with other staff members
- Excellent written & verbal communication skills
- Organizational skills
- Proficient computer skills (i.e. Microsoft Office, Excel, etc.)
- Valid driver's license
- Reliable transportation
- Required to pass background check

DUTIES

- Meet with participants in the jail
- Conduct initial assessment & evaluation of potential participants
- Coordinate treatment services & complete treatment authorization forms
- Document all participant contacts

PAY/ BENEFITS

- \$15.00/hour – 35 hours per week (or less if authorized)
- Paid leave (if full-time employee)
- Health insurance available (if full-time employee)
- Retirement benefits available (if full-time employee)