

NOTICE OF OPEN POSITION

The Community Justice Center of Madison County is seeking qualified candidates for the Community Transition Case Manager position. This position will serve as a Case Manager for the Community Transition Program and the Problem-Solving Courts of Madison County. If interested, please provide a letter of interest and a resume to Ann Roberts, Director of Community Justice Center, 119 Jackson Street, Anderson, IN 46016, or email at aroberts@madisoncounty.in.gov. **Resumes must be received by 4:00 pm, Friday, January 18, 2019 to ensure consideration.**

Job Description

Position: Case Manager

Department: Community Justice Center and Madison County Problem Solving Courts

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

Job Category: PAT (Professional, Administrative, Technological)

The responsibilities and duties of a Case Manager for the Community Justice Center and 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 Position serves as a liaison between Community Justice Center's Community Transition Program and the Problem-Solving Courts. A key monitoring task is effective and ongoing communication with service providers and collaborating agencies and individuals. 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 to the court on all individuals on his/her caseload, providing information on client progress and treatment plan and recommendations for sanctions, incentives, phase movement, successful discharge, and termination. Case managers must provide court testimony regarding PSC participant's status of compliance with the PSC program. Case managers shall conduct home visits to verify curfew adherence and living condition representations and appropriateness. The position requires a valid driver's license and a satisfactory driving record. 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 other cognitive behavioral training classes as well as facilitate Men's, Women's or Alumni Groups. 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 Office of Court Services 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.

[Madison County is an equal opportunity employer](#)