

**LORAIN COUNTY COMMON PLEAS COURT
POSITION DESCRIPTION**

Job Title:	Specialty Docket Case Manager	FLSA:	Non Exempt
Department:	Adult Probation Department	Civil Service:	Classified
Supervisor:	Probation Supervisor	Employment Status:	Full Time

JOB PURPOSE AND OVERVIEW

Provide case management services for offenders on supervision with the various specialty dockets in the Lorain County Court of Common Pleas and facilitate cognitive-based programming for all offenders supervised by the Lorain County Adult Probation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties indicate the general nature and level of work performed by the Specialty Docket Case Manager. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. Other duties may be required or assigned at any time.

1. Facilitate any cognitive based treatment programs as required.
2. Interview referrals made by Court, Probation Officers, or CBCF Case Managers for appropriate placement in programming.
3. Assist offenders with literacy intervention and with the development of employment skills.
4. Provide daily positive interactions with offenders. This includes activities such as problem solving, goal setting, counseling and serving as a positive role model, with appropriate personal conduct, manners and appearance.
5. Develop and maintain relationships with treatment facilities and community agencies.
6. Recommend and assist in the development of new programming.
7. Ability to write clinical summaries.
8. Meet with Participants on a regular basis based on specialty docket phases.
9. Assists the participant in the development, utilization and coordination of the Individualized Service Plan unique to each participant and their needs.
10. Makes referrals to other agencies.
11. Monitors compliance with any sanctions.
12. Provides documentation on participant's progress.
13. Coordinates and conducts random drug screens.
14. Attends treatment team meetings and status review hearings.
15. During treatment team meetings, provides reports and recommendations to the treatment team.
16. Participates in discussions regarding incentives, sanctions, phase advancement, successful completion and termination.
17. Prepare, review, type, and file documents, spreadsheets, and reports.
18. Maintain records systems and files.
19. Operate office machines.

20. Monitor and input data into various information systems.
21. Perform any and all other assigned duties as requested.
22. Review the jail list and interview potential clients at the jail.
23. Make referrals to the Recovery Court, Veteran’s Treatment Court and/or Wellness Court.
24. Maintain statistics for the Recovery Court, Veteran’s Treatment Court and/or Wellness Court.
25. Work directly with the Recovery Court, Veteran’s Treatment Court and Wellness Court Coordinators on special assignments/projects.

QUALIFICATIONS AND REQUIREMENTS

1. Must able to read, write, speak and understand the English language.
2. Computer literate: Word, Excel, Outlook and Internet Explorer.
3. Must be able to complete work in a neat, precise and timely manner.
4. Must be able to type.
5. Must be able to efficiently and effectively manage time and organize workload.
6. Must be able to accept direction and instruction from supervisor(s).
7. Pleasant personality; ability to interact and maintain effective working relationships with other employees and other departments.
8. Must be able to handle stressful situations and clients displaying erratic and/or combative behavior.
9. Capable of conducting client interviews and working independently while under pressure.
10. Must be capable of adhering to State Standards and the policies and procedures of the Lorain County Adult Probation Department.
11. Must be able to effectively communicate with persons of all ethnic and socioeconomic backgrounds.
12. High school diploma/GED.
13. A valid State of Ohio Driver’s License and an acceptable driving record.
14. Chemical Dependency Counselor Assistant – CDCA, preferred but not required.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of this position, the Court expects the incumbent will adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

Employee hereby acknowledges having received a position description and understands the duties, responsibilities, qualifications, and requirements for this position. Employee further recognizes that the above information is not an exhaustive list and may be supplemented or changed at any time.

Signature of Employee

Date

Witness

Date