



Hamilton County, Ohio  
Court of Common Pleas  
**Job Opportunity**  
An Equal Opportunity Employer

Posting Number: 42-47  
Date Posted: January 27, 2023  
Deadline to Apply: Open Until Filled

**POSITION: Case Manager**

**DEPARTMENT:** Hamilton County Court of Common Pleas – Drug Court  
**LOCATION:** 1000 Main Street, Cincinnati, OH 45202  
**WORK HOURS:** Full-time; 70 hours bi-weekly, Monday – Friday, 8:00 a.m. – 4:00 p.m.  
**FLSA STATUS:** Hourly/Non-Exempt  
**SALARY RANGE:** \$21.98 per hour  
**Highly Competitive Employee Benefits Package and Generous Paid Time Off**

Listed below are the **QUALIFICATIONS** for the position:

An associate's degree from an accredited institution and 3 years of progressively more responsible experience with clinical or non-clinical case management involving social services, mental health, juvenile justice, or addiction services clients is required. Must possess the knowledge, skills and abilities as listed in the job description. Must also possess a valid driver's license.

A bachelor's degree from an accredited institution and a minimum of 2 years' experience in case management and/or field work in addictions, social work, juvenile justice, mental health, or court management is preferred.

*(To obtain a copy of the job description, please send your request to the e-mail address listed below.)*

Listed below is a summary of the **JOB DUTIES:**

This position is responsible for working directly with the individuals participating in the Drug Court program to help identify their needs, facilitate appropriate referrals to ancillary services and provide timely reports to Drug Court. Assists with screening intake procedures for persons referred to Drug Court. Develops cohesive case plans, in collaboration with the Drug Court Team, for treatment, ancillary services, and case management for participants. Maintains current, accurate data entries for all program participants, adhering to all system requirements, records weekly case notes, and prepares reports for the court when appropriate. Makes referrals and facilitates access to ancillary services for participants, and monitors compliance. Collaborates with the Drug Court team to provide rewards and positive reinforcement for treatment progress and to rapidly impose sanctions as motivators to improve compliance. Understands, applies, and maintains conformity with all federal and state confidentiality requirements for medical, mental health, and substance abuse treatment. Monitors program performance through the collection of data regarding participant compliance and assists the Drug Court Certification Coordinator in determining whether services adequately meet the needs of the Drug Court participants. Ensures that timely reports are provided to the court. Attends meetings and court sessions and presents participant case management summaries to the court. Assists with court docket based on judicial directives. Administers grant-required participant surveys at the prescribed intervals and records the data collected. Evaluates the need for additional resources and works with the Drug Court Director to locate and develop new collaborative relationships with a variety of community agencies and service providers. Assists the Drug Court Director with organizing family enhancement and community service activities and attends to assist with supervision. Works with the Drug Court Director to encourage community organizations and local businesses to offer program incentives. Exercises a high degree of confidentiality, judgment, tact, diplomacy, and competence in interactions with judges, attorneys, court personnel, services providers, program participants, and the public. Assists with facilitating meetings and making presentations. Participates in training as required. Performs duties of absent employees as needed. Performs related work as required.

**HOW TO APPLY FOR THE POSITION:**

Please send a cover letter and resume by e-mail, fax or mail.

**E-mail:** [HRCourt@cms.hamilton-co.org](mailto:HRCourt@cms.hamilton-co.org)  
**Fax:** (513) 946-5809  
**Mail:** Hamilton County Courthouse  
ATTN: Krista Ventre  
1000 Main Street, Room 410  
Cincinnati, OH 45202