



# Hamilton County, Ohio Court of Common Pleas Job Opportunity

An Equal Opportunity Employer

Posting Number: 42-68  
Date Posted: July 18, 2024  
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:** \$22.75 per hour

### 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 below. 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.

### 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. Drug Court provides a systematic, coordinated, and interdisciplinary approach to substance abuse treatment in a non-adversarial setting. Drug Court works to enhance public safety and improve the quality of life of participants, while reducing drug related crimes, incarceration, recidivism and providing substance abuse and mental health treatment to program participants.

#### **Essential Functions**

- 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.
- Essential Functions, cont.
- 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.

#### ***Marginal Functions***

- Performs duties of absent employees as needed.
- Performs related work as required.

#### ***Knowledge, Skills and Abilities***

- Knowledge of the criminal justice system, court procedures and related operations.
- Knowledge of and proficiency with Microsoft Office Suite, Outlook, and Windows, with an aptitude for learning software programs related to various case management functions.
- Strong written and verbal skills.
- Ability to effectively multi-task and determine priority of work.
- Ability to work with minimal supervision and make independent decisions based on experience, sound judgement, established court policies/procedures, and in accordance with written and verbal instructions.
- Ability to work effectively under pressure.
- Strong interpersonal skills and an even temperament to work effectively with others in a team-oriented environment.
- Ability to communicate effectively in written and oral form.
- Ability to represent the court in a respectful manner and exhibit a high degree of tact, diplomacy and professionalism.
- Ability to relate well to the public, judges, lawyers and court personnel and work with diverse populations.
- Ability to perform detail-oriented work with strong organizational skills and good time management.
- Must maintain confidential information as required.
- Ability to operate standard office equipment including computer, copier, calculator, and fax machine.

#### ***Working Conditions***

Moderate noise in courtroom setting; field work may be required.

#### ***Physical Demands***

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching, reaching with hands and arms, typing and viewing computer screens.
- Must be able to transfer up to 25 pounds.
- Ability to sit continuously at a work station for periods of two hours or more.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to converse effectively with other individuals both in person and by telephone.
- Visual ability sufficient to operate standard office equipment such as fax machine, copier and computer, and to read and prepare reports, correspondence and instructions.
- Ability to reach into file drawers in standard four-drawer filing cabinets.

#### ***Communications***

Conveys and receives information in person and by telephone, as well as by automated means.

Note: This position is non-clinical and supervision will not be offered for clinical licensing hours. Licenses and Certificates are not a requirement for employment. The position is grant-funded, and continued employment is contingent upon the availability of funds awarded each fiscal year.

## 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  
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