

## **CASE MANAGER – FOURTH JUDICIAL CIRCUIT**

### **GENERAL SUMMARY**

Under administrative direction, the purpose of this position is to provide case management to diversion and intervention program participants. Position manages the completion of program requirements mandated and outlined in diversion standards, State Statutes and agency policy and procedures. Work involves acting as a liaison between the participants and various social service agencies within the community. Work is performed with considerable independent judgment within established guidelines. Performs related work as directed.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Provides case management to Diversion and Intervention Program participants as individuals who have been charged by law enforcement with an offense.
2. Ensures program compliances in accordance with diversion standards, State Statutes, agency policies and procedures and best practices.
3. Manages the setting of standards for field support program operations; provides for the on-going review of standards effectiveness and modifies such as necessary.
4. Conducts individual assessments as needed to determine appropriate diversion requirements.
5. Reviews case management files to ascertain the completeness and accuracy of diversion activities.
6. Identifies problems or factors inhibiting the effective accomplishment of departmental goals and objectives; determines requirements and develops alternatives.
7. Conducts compliance meetings to monitor program participation.
8. Liaison with court officials and social service providers regarding operational and administrative issues.
9. Assigns and oversees progress and completion of community service work.
10. Schedules and monitors education classes.
11. Assist with the on-line application and electronic payment system for various program fees.
12. Complete in accordance to State regulations any and all required diversion training requirements.
13. Performs other related duties as assigned.

### **QUALIFICATIONS**

Associates degree in Social Services, Psychology, Criminal Justice, or related field; Preferred experience in multi-tasking (project management), interviewing (fact finding), legal processes, communication techniques (public speaking and oral presentations); or any equivalent combination of education, training, and experience. The starting salary for this position will be dependent upon the qualifications and experience of the successful applicant. This position will remain open until filled by a qualified candidate. Applicants may email a cover letter and resume to [info@solicitor4.com](mailto:info@solicitor4.com).

*The information provided in this job description is designed to provide the general nature and level of work performed within the job classification. The job description is not designed to contain or be interpreted as a comprehensive list of all work duties, responsibilities and qualifications required of team members assigned to this job.*