

PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government

POST DATES: 03/15/2017 – 04/05/2017 <i>Repost</i>	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Case Manager		
JOB CLASS (GRADE):	MIN. SALARY RANGE: \$27,000 - \$29,000	
DIVISION: Superior Court Judges	WORK HOURS: 8:30 A.M. – 5:00 P.M.	
DEPT. HEAD: Judge Verda M. Colvin	WORK WEEK: Mon. – Fri.	
(X) REPLACEMENT () NEW REQUIREMENT		

****This is a Grant Funded Position****

OVERVIEW:

Mental Health Court case management services are provided to support participants as they endeavor to achieve overall programmatic goals and specific objectives identified in their initial assessment; Level of Service Inventory (LSI-R). Case management services focus on stabilizing new participants, connecting participants to necessary community resources, ensuring safe and appropriate living environments, problem solving around individual challenges, acquiring employment, pursuing education, and compliance to programmatic expectations.

SUMMARY OF DUTIES:

Mental Health Court case managers are expected to communicate frequently and appropriately with the treatment team regarding participant progress and adherence to programmatic/contractual obligations. This position provides support for the Program Coordinator in the day-to-day operations of Mental Health Court, an accountability court program designed to work with adults with mental illness involved in the legal system. This position is responsible for the tracking of participant progress, individual meetings with clients to create need based goals, **data collection**, and **data system entry**. This position will prepare, update, and maintain participant files, as well as assist clients in obtaining resources necessary to meet their individual goals. An **acute attention to detail** and ability to work in a fast-paced environment with high expectations are essential. Staff is expected to maintain the confidentiality of all participants and office information as required by federal law. Other duties include administration of drug screens, site visits, and jail interviews. This position also requires working on some weekends to perform drug screening, however, this individual will receive the equivalent time off for the time worked for any weekend.

MINIMUM QUALIFICATIONS REQUIRED:

A Bachelor's degree in Criminal Justice, Social Work, Business Administration, Psychology, or related field is preferred. Experiential requirement include three years of case management experience, two years working with criminal justice population and adults with mental illness, and/or any combination of education and experience that provides the required knowledge and skills. A background in or understanding of addictions is preferred. Must display proficient computer skills and data system knowledge.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of mental illness, treatment, addiction, alcoholism, pharmacology and cultural issues. Skill in the use of software packages such as Microsoft Office, electronic mail programs, Clerk of Courts data system and jail system. Skill in the use office equipment such as computers, fax machines, copy machines, printers, etc. Ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER