

# **Circuit Court for Baltimore City Adult Drug Treatment Court**

## **Drug Court Case Manager**

The Circuit Court for Baltimore City Adult Drug Treatment Court is seeking a Drug Court Case Manager to be responsible for overseeing the ancillary service component of the drug court program.

Major responsibilities as the case manager include expert knowledge of the community and services to citizens in general, developing case plans, facilitating access to services and monitoring participant progress, SMART data entry, following judicial directives, evaluating new resources, establishing new contacts, developing partnerships, being innovative with traditional services, foresight to assess program and participant needs and support client needs. Much of the work is in referring participants in program to employment training and placement programs; finding appropriate housing; and obtaining government benefits, e.g. health. Must have a valid Maryland driver's license.

### **Qualifications:**

Bachelor's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, or a related field. Two years of fieldwork or case management experience to include project or program case management in the field of addictions, human/family services, health services, public safety or law enforcement, corrections, court management.

Associate's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or a related field; three years' experience in case management – field work.

**Skills/Abilities: Knowledge and experience in facilitating access and referral to employment training and jobs; access to affordable and appropriate housing; and obtaining government benefits, e.g. health is essential as is a minimum of three years of case management experience.**

### **Compensation:**

\$39,701 - \$47,990 (Regular, full-time)

### **To Apply:**

Please send resume with cover letter by Monday, August 28, 2017, to:

Kathe Hammond, Human Resource Officer  
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Baltimore, MD 21202  
Kathe.hammond@mdcourts.gov  
Fax: (410) 396-1545  
[www.baltimorecity.gov](http://www.baltimorecity.gov)  
TTY 396-4930  
**\*No phone calls please.**

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