

**Circuit Court for Baltimore City
Adult Drug Treatment Court
Drug Court Case Manager**

The Circuit Court for Baltimore City Adult Drug Treatment Court (DTC) is seeking an experienced Case Manager who will be responsible for providing information and referrals to DTC participants concerning employment training and jobs, educational programs, health benefits, housing, and other support services.

Job Responsibilities

Drug Treatment Court (DTC) participants are individuals who struggle with a substance use disorder and who also have a pending criminal case (s) in the Baltimore City Circuit Court. The Case Manager's primary duties include monitoring compliance with DTC requirements, including attendance at treatment and participation in pro-social, recovery-driven activities, conducting random drug testing, providing information and referrals concerning employment training and placement programs to DTC participants, identifying appropriate and affordable housing, and assisting participants with obtaining government benefits, e.g., health insurance. The Case Manager is also responsible for finding new employment and educational services and establishing relationships with programs that would benefit DTC participants. Additionally, the Case Manager provides orientation services and training on how to respond to overdose emergencies for new DTC participants.

Required skills, experience, and knowledge

Applicants must have a minimum of three years of experience in the major areas of responsibilities, which can include experience as a case manager or employment and housing placement specialist. Knowledge of the opportunities and services available in Baltimore City is important. It is not necessary to have court or criminal justice experience. The position is not a clinical position. Also helpful is knowledge of Medicaid and Medicare benefits programs. In addition, knowledge of general community services, and experience with developing individual case plans, facilitating access to services, and monitoring participant progress are important.

Applicants must possess a valid Maryland driver's license and have the ability to attend meetings and educational programs in Baltimore City and elsewhere in Maryland.

Academic 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.

OR

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, or a related field

Compensation

This is a full-time position with benefits. The starting salary is \$48,843.

To Apply:

This position will be open until filled. Please submit a cover letter and resume to:

Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
Jacqueline.Hale@mdcourts.gov;
www.baltimorecity.gov;
TTY 396-4930
No phone calls please

AN EQUAL OPPORTUNITY EMPLOYER