

TREATMENT COURT CASE MANAGER Tompkins County

Department: Department of Social Services
Classification: Competitive
Labor Grade: M (83)
Approved: Bd.Res. #89 5/6/97
Revised: 7/00, 3/02
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from a regionally accredited or New York State registered four year college or university with bachelor's degree **AND** three years of full time paid (or the equivalent part-time and/or volunteer) experience in Child Welfare, Human Services, Health, Probation or an educational agency dealing with child welfare or human services issues, or performing human service program administration; **OR**

(B) Graduation from a regionally accredited or New York State registered two year college with an associates degree **AND** five years of full time paid (or the equivalent part-time and/or volunteer) experience in Child Welfare, Human Services, Health, Probation or an educational agency dealing with child welfare or human services issues, or performing human service program administration; **OR**

(C) Any combination of training and experience equal to or greater than that mentioned above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative support position, responsible for the daily case management office functions and activities of the Family Court Treatment initiative. The incumbent will act as a liaison between the court and a variety of other departments and agencies regarding the processing and disposition of substance abuse related cases. Considerable leeway is allowed for the exercise of independent judgment. The position will primarily be located and the duties performed at the Tompkins County Family Court. Daily programmatic supervision will be provided by the Family Court Judge. Authority for all personnel related decisions regarding this position remain with Tompkins County. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists the Court in developing, administering and assessing policies related to programs and office procedures;
- Formulates policies and procedures for the general administration of the office under the daily supervision of the Tompkins County Family Court Judge;
- May supervise program components including: liaison activities with other departments and agencies, providing information to the general public, and interacting directly with clients and their families;
- Serves as support staff to select committees, advisory boards, and councils associated with the work of the office for the specific programs administered;
- Prepares a variety of statistical and narrative reports as required;
- Serves as a liaison with other departments regarding program operations;
- Performs all work necessary to execute the functions of the Treatment Court Initiative;
- Some travel and evening work required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current principles and practices of child welfare, Family Court, substance abuse treatment and PINS/JD issues;
- Thorough knowledge of community child welfare and treatment intervention resources;
- Grant writing skills are highly desirable;
- Ability to understand and interpret a variety of oral and written material;
- Ability to prepare and present a wide variety of oral and written material;
- Ability to establish and maintain cooperative relations with government agencies, private agencies, and the public;
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Ability to review and interpret agency reports;
- Ability to operate a PC and efficiently use a wide variety of computer programs and systems;
- Ability to develop and maintain a database and assist in data collection;
- Good judgment and resourcefulness in solving complex clerical and administrative problems;
- Ability to perform close detailed work involving considerable visual effort and strain;
- Ability to balance schedules, handle multiple tasks simultaneously and meet deadlines;
- Physical conditions commensurate with the demands of the position;