

Champaign County Job Description

Job Title: Problem-Solving Courts Case Manager

Department: Circuit Court

Reports To: Court Administrator

FLSA Status: Exempt

Employment Status: Non-Bargaining

Prepared Date: July 2023

SUMMARY Under general supervision, the Problem-Solving Court Case Manager is assigned responsibilities involving the identification and provision of services, and the tracking and monitoring of program participants to ensure compliance with their service plans and terms of release.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Works closely with the Problem-Solving Courts Coordinator in the enhancement and expansion of the Champaign County Problem-Solving Courts.

Works with the Problem-Solving Courts Coordinator to identify and address participant needs using the Administrative Office of the Illinois Courts (AOIC)-approved assessment tools.

Responsible for working closely with partner agencies to ensure program participants are engaged in and supported by services that may include employment-readiness training, education, housing, treatment, and other services.

Implement evidence-based practices designed to reduce recidivism among program participants.

Attends staff meetings and hearings in a non-adversarial manner to advocate for incentives, sanctions, and therapeutic adjustments for program participants.

Maintain regular trainings to ensure compliance with AOIC policy.

Maintain a commitment to the Problem-Solving Court team for a minimum of one year.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree in any combination of psychology,

sociology, social work, criminology, education, criminal justice administration, penology or police science; preferred certified in drug and alcohol services or equivalent experience.

OR

The equivalent to four years of full-time work experience working or providing services in behavioral health care, health care services, social services, correctional facility or vocational program.

OR

Any combination of the two that equate to the relevant knowledge and experience necessary to perform job functions.

LANGUAGE SKILLS Ability to read, analyze, and interpret data, to extract information, to understand professional journals, technical procedures, or governmental regulations. Ability to write reports. Ability to effectively present information and respond to questions from court personnel, clients, and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization doesn't always exist. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, and talk or hear. The employee is occasionally required to sit, use hands to handle or feel, and reach with hands and arms. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. This position requires travel by car.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Potential problems may exist with clients who have not met the standards of their probation and are subject to detention or further sanctions as may be imposed. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples

of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.

Note: This job position is GRANT FUNDED.