

Jefferson County
Position Description

Name:	Department: Administration Division:	
Position Title: Treatment Court Case Manager	Pay Grade: 6	FLSA: Non-Exempt
Date: August 2025	Reports To: CJCC & Treatment Courts Coordinator	

Purpose of Position

The purpose of this position is to provide case management services and support for treatment court participants through evidence-based practices. This includes assessing individuals' needs, developing integrated case plans, promoting program engagement and accountability, and coordinating with justice and community partners. The role ensures accurate documentation and supports participant success through regular contact, resource referral, and skill development.

Essential Duties and Responsibilities. *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Conducts comprehensive intake assessments using validated screening tools to identify participant needs and risk factors.
- Develops and implements individualized case plans guided by evidence-based practices, including risk-need-responsivity (RNR) principles.
- Maintains regular contact with participants to monitor treatment progress, recovery goals, court compliance, and overall well-being. The program model emphasizes frequent in-person contact in various settings, including the office, courtroom, jail, and occasionally in the community.
- Applies trauma-informed approaches in all participant interactions, recognizing the impact of trauma on behavior, motivation, and engagement. Uses motivational interviewing and other cognitive-behavioral strategies to encourage participant engagement and accountability.
- Collaborates with treatment providers, probation officers, defense attorneys, prosecutors, law enforcement, and court personnel to support participant success.
- Participates in pre-court staffing and treatment court sessions as an active member of the treatment team. Detailed record keeping is required to document team responses, incentives and further communication with the team and participant.
- Maintains accurate, timely, and confidential documentation in accordance with legal and ethical standards. Includes tracking participant progress, documents team responses and incentives, and records communication with both participants and team members. Collects and enters data on participant performance and outcomes for internal evaluation and grant reporting.
- Refers participants to community-based services for behavioral health, housing, employment, education, and other wraparound support.
- Facilitates skill development by coaching participants to use practical strategies for emotional regulation, communication, decision-making, and other pro-social skills as part of their recovery and accountability plan.
- Conducts alcohol and drug monitoring testing within the treatment court operations. This may include collecting observed urine samples, saliva testing, sweat patches, breath testing.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities. *While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- Knowledge and understanding of community-based resources is needed to ensure equity in services in a timely manner.
- An in-depth understanding of treatment court testing standards is required.
- Time management skills are crucial to effective case coordination.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate's degree in Criminal Justice, Substance Abuse Disorder, Behavior Modification or related areas of study.
- Effective time management practices, strong communication skills with various agencies, trauma-informed approaches to substance use and mental health disorders.

Preferred Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree from a four-year college and two years of related experience.
- Facilitation of behavior-change programming, Motivational Interviewing Skills.
- Mental Health Disorders Treatment, Community Resources, and Justice Involved Programing.

Other Requirements – Certificates/Licensures

- Must pass a criminal background check.
- May be required to sign a confidentiality agreement or oath of office
- Must have a desire to offer positive experiences to justice involving individuals diagnosed with moderate substance-use disorder.

Knowledge, Skills, Abilities

- Knowledgeable of time management practices, strong communication skills when working with various agencies.
- Knowledgeable in applying trauma-informed approaches to support individuals with substance-use and mental health disorders.
- Knowledgeable of facilitating behavior, change programming and applying Motivational Interviewing techniques to support participant engagement and progress.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Supervision
None

Physical Demands. *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.*

- Requires hand-eye coordination and fine motor skills to operate standard office equipment, including computer systems, keyboards, and digital design tools.
- Requires sufficient visual and auditory capacity to participate in meetings, deliver presentations, and review digital and printed communication materials.
- Occasionally, lifts or transports up to 10 pounds of communication materials or equipment such as printed displays, presentation supplies, or audiovisual components for County events or meetings.
- Requires the ability to maintain focus and perform detailed tasks for extended periods in an office or meeting setting.

Work Environment. *The work-environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.*

- Work is primarily performed in a professional office setting with standard lighting, temperature, and noise levels.
- Occasionally works in offsite or public environments for meetings, presentations, or community events.
- May be exposed to interruptions, multiple simultaneous demands, and deadline-driven tasks.
- The noise level is typically moderate but may vary during public functions or multimedia setup.

Jefferson County is an Equal Opportunity Employer. *In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Signature:

Supervisor/Manager Signature:
