

Job Description

POSITION TITLE: Problem-solving Court Case Manager

BUSINESS UNIT: Problem-Solving Courts (PSC)

POSITION CLASSIFICATION: Exempt

PAY GRADE: Grade 18

Salary Range: \$55,783

Date: 10/17/2023

This is a full-time, position fully devoted to support the Circuit Court of Cook County Problem-solving Court Programs. The Office of the Chief Judge is the lead agency and is seeking a case manager to coordinate services for the participants in the Veterans Treatment, Drug and Mental Health Courts, currently operating in the Circuit Court of Cook County.

OVERVIEW

The Problem-Solving Court Case Manager will provide effective and comprehensive case management services for adult individuals participating in the Circuit Court of Cook County's Drug, Mental Health and Veteran Treatment Courts. The case management services will begin with an initial assessment, where an eligible candidate will be evaluated by the case manager who will then oversee the candidate's case for the duration of his or her participation in the program. This assessment will be completed within 48 hours of receipt. Referrals will be exempted from multiple judicially related sources. After a candidate is assessed and accepted into the program, clinical case managers will develop a clinical case plan tailored to the client, and ensure that the client can access needed community resources and substance use disorder and/or mental health treatment without delay. Clinical case managers will work diligently with court and jail staff, along with the participant and his or her community collaterals, in order to provide thorough and accurate reports for the court team and the Office of the Chief Judge.

ESSENTIAL FUNCTIONS

The essential functions of the Case manager include the following:

- Provides and coordinates a continuum of treatment services onsite and/or in the community designed to maintain and enhance the well-being of persons with a diagnosis of mental illness, with dual diagnoses, or persons experiencing an acute life crisis.
- Provides assessment and linkage of clients to services including but not limited to assistance in obtaining food, housing, medication assistance, entitlements, and referrals for co-morbid conditions
- Provides education about and advocacy within systems involved in the clients' life, including but not limited to the criminal justice or child protection systems, mental health systems, or medical systems
- Assists clients with accessing entitlements such as victim compensation, U-Visa, disability compensations, or other entitlement that would support the client's care and rehabilitation as needed.
- Communicates consistently and effectively with collateral agencies/contacts regarding client service needs and disposition
- Attend scheduled Court staffings and status calls;
- Maintain an accurate database of program participants from referral to termination;

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

MINIMUM 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

Education: Bachelor's degree in Human Services field required, preference to applicants who are currently working towards or have a Master's Degree, are a Certified Alcohol and Drug Counselor (CADC), Licensed Professional Counselor (LPC) or Licensed Social Worker (LSW).

Experience: Minimum of 2 years of experience in the human services field required; preference to experience working with adults in criminal justice system, court operations, and/or project management.

Certificates, Licenses, Registrations: Will be required to undergo and successfully pass a background check.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with monitoring, compiling reports and data preferred
- Knowledge of criminal justice system, court processes and legal terminology preferred
- Must be able to communicate effectively, verbally and in writing, in a diverse range of audiences and settings
- Excellent communication and interpersonal skills
- Proficiency with Microsoft Office suite, online collaborative tools, and overall computer skills/technical aptitude
- Strong organizational and time management skills, detail orientated and extremely organized, innovative and good at problem solving
- Ability to juggle multiple tasks and meet deadlines
- Must be able to develop and maintain an effective working relationship with a diverse audience
- Must be able to handle pressure, work under stressful conditions and respond to crisis situations
- Ability to work independently as well as in a team to complete project tasks
- Must comply with Court Rules of Conduct
- Must maintain confidentiality
- Knowledge of the Ten Key Components of Drug Court

QUALIFIED APPLICANTS SHOULD SUBMIT:

- Letter of interest addressed to Honorable Timothy C. Evans, Chief Judge, Circuit Court of Cook County, Illinois, addressing work experience and the qualifications for this position;
- Application for Employment for the Circuit Court of Cook County;
- Applicant's current resume

Application material should be submitted on or before October 28, 2023 via email to ocj.hr@cookcountyil.gov

Late or incomplete application submissions will not be considered. Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

EQUAL OPPORTUNITY EMPLOYER