



Court Case Manager

Class Code:
4984

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Jun 1, 2015
Revision Date: Jun 24, 2015

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION:

Under general supervision, the 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. Responsibilities also include 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. The Court Case Manager will play a key role in supporting the enhancement and expansion of Alameda County Superior Courts' Collaborative Courts and Pretrial Services Units. These enhancements will involve the dedication of resources to increasing the court's capacity to identify and address the needs of individuals involved in the criminal justice systems, pre- and post-disposition. Court Case Managers will work directly on the implementation of evidence-based practices designed to reduce recidivism.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, each individual in this classification may not necessarily perform all listed duties. Further, employees may perform other related duties at an equivalent level.

1. Use established interview techniques and assessment instruments to determine the risks and programmatic needs of clients; prepare case history reports and recommend program assignments to specified treatment modalities.
2. Advise clients on personal problems, employment resources, vocational skills, educational and training needs, family problems and institutional adjustments.
3. Coordinate services for offenders to assist in a successful re-entry into the community following release from incarceration.

4. Monitor compliance with release conditions; prepare reports and recommendations to the court in cases of non-compliance.
5. Prepare reports such as case plans, administrative reports, and additional requests made by the court.
6. Develop, monitor, and amend transition plans in line with the client's progress and court-ordered programs and services.
7. Work with multidisciplinary team members to develop case planning.
8. Establish collaborative network with relevant partners to provide support, pre- and post-release services for offenders which involve family members, community resources and social service agencies.
9. Participate in a variety of meetings, including regularly scheduled and ad-hoc meetings, court, community, and inter-agency committee meetings. Participate in case conferencing and conduct presentations.
10. Participate in on-going training and skills-development, maintain training and stay abreast of developments in the field.
11. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

(May meet one of three options.)

Option I

Education:

Bachelor's degree in any combination of psychology, sociology, social work, criminology, education, criminal justice administration, penology or police science; counseling, administration/criminal justice, psychology, public administration, sociology, social science, social welfare or other behavioral science; preferred certified in drug and alcohol services.

And

Experience:

The equivalent to one year of full-time work experience working or providing services in behavioral health care, health care services, social services or vocational program; or one year of experience in a correctional facility providing case management in a position which requires

direct and routine contact with inmates; or in a criminal justice facility in a position which requires direct contact with inmates.

Option II

Experience:

The equivalent to one year of full-time experience in the Parolee Reentry, Substance Abuse Treatment or Pretrial Services units in the Superior Court of California, County of Alameda.

And

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.

KNOWLEDGE AND ABILITIES:

Knowledge of substance abuse, mental health services, and community resources; interviewing and counseling techniques; related government laws and practices and of community resources; practicing cultural competence with awareness and respect for diversity.

Ability to establish and maintain effective working relationships with others; collaborate with other multidisciplinary team members; communicate effectively; to motivate offenders in a positive, constructive manner; facilitating self-determination and self-care through the tenets of advocacy, shared decision making and education; navigate the health care and community provider system to achieve successful care; vocational guidance and social adjustment principles; of available institutional industrial positions and the future market for those skills; and of the social and psychological problems facing offenders; identify and resolve barriers that hinder effective program participation and completion for the offender population; identify and resolve barriers that hinder effective program participation and completion for the offender population; efficiently manage time and prioritize multiple tasks; use computer systems proficiently in word processing, email, internet and spreadsheets.

PHYSICAL DEMANDS

Physical demands include walking, standing, sitting, stooping, squatting and climbing up and down stairs; strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis; vision to read standard text and data on computer terminal screens; hearing, listening and speaking to communicate with the public and court staff; dexterity and

coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials; reaching for items above and below desk level and lifting over the shoulder level; and moving from place to place within an office or other court location. The job requires occasional travel by car.