UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 5406

POSITION TITLE: CASE MANAGER I **JG:** 16

LOCATION: 5th JUDICIAL DISTRICT
SYRACUSE DRUG TREATMENT COURT

BASE SALARY: $45,394

CLASSIFICATION: NON-COMPETITIVE / TEMPORARY
THIS POSITION IS TEMPORARY SUBJECT TO GRANT FUNDING THROUGH SEPTEMBER 30, 2017

QUALIFICATIONS: Bachelors Degree from an accredited college or university and one (1) year of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and two (2) years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:
Case Managers I report to the Chief Clerk and Project Director and work in problem solving parts and units. Case Managers I develop treatment plans, determine intervention services, counsel participants and make recommendations to the court. Case Managers I prepare written reports and maintain case files on participants. Case Managers I may also perform other related duties.

ASSIGNMENT:
This position is assigned to the Syracuse Drug Treatment Court. Duties include but are not limited to: provide case management and monitoring services to substance abusing defendants including interview participants to determine need for services, refer participants to psychological or medical counseling services, conduct psycho-social evaluations and prepare reports; report participant compliance on programs and recommend sanctions; make preliminary case recommendations to the court; determine progress and need for services; prepare clients for discharge to the community and conduct court mandated drug testing. Travel may be required.

GENERAL INFORMATION:
The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: **1**.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume to:

MICHAEL A. KLEIN, ESQ.
DISTRICT EXECUTIVE
FIFTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
600 SOUTH STATE STREET, ROOM 300
SYRACUSE, NEW YORK 13202
(315) 671-2111

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 6, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 21, 2014

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