



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT #10906

POSITION TITLE: CASE MANAGER I JG: 16

LOCATION: NASSAU COUNTY FELONY DRUG TREATMENT COURT
10TH JUDICIAL DISTRICT, NASSAU COUNTY, NEW YORK

BASE SALARY: \$42,789 + LOCATION PAY: \$3,555

CLASSIFICATION: NON-COMPETITIVE/TEMPORARY

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
CREDENTIALLED 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 WILL HAVE A HOME BASE IN THE NASSAU COUNTY COURTHOUSE AND WORK IN COOPERATION WITH OTHER 10TH DISTRICT CASE MANAGERS AND RESOURCE COORDINATORS. INCUMBENT WILL BE REQUIRED TO TRAVEL AS NEEDED THROUGHOUT THE DISTRICT. THE PERSON IN THIS POSITION WILL ACT AS A CASE MANAGER AND RESOURCE COORDINATOR WITH DUTIES INCLUDING BUT NOT LIMITED TO: COORDINATION OF OPERATIONS, CASE MANAGEMENT, GRANT MANAGEMENT, PROGRAM DEVELOPMENT AND COMMUNITY NETWORKING. THE INDIVIDUAL SELECTED FOR THIS POSITION WILL HELP IN COORDINATING COMMUNITY PROGRAMS AND GRADUATION PROGRAMS, RECRUITING CANDIDATES FOR THE PROGRAM, ADMINISTERING PROGRAM BUDGETS, DATA COLLECTION, DATA ENTRY AND REPORTING.

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 THREE (3) MONTHS. POSITION(S) AVAILABLE AT THE PRESENT TIME: 2.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) AND A RESUME TO:

PAUL LAMANNA, ESQ., DISTRICT EXECUTIVE
DISTRICT ADMINISTRATION OFFICE
100 SUPREME COURT DRIVE, ROOM 136
MINEOLA, NEW YORK 11501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: AUGUST 12, 2009 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: SEPTEMBER 2, 2009

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.