



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 21002

POSITION TITLE: CASE MANAGER II **JG:18**

LOCATION: CRIMINAL COURT , RICHMOND COUNTY

BASE SALARY: \$ 47,860 + LOCATION PAY \$3,555

CLASSIFICATION: **NON - COMPETITIVE**

QUALIFICATIONS: Bachelors Degree from an accredited college or university 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** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and three (3) 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 II report to the Chief Clerk and Project Director and work in the largest problem solving parts in New York City or in counties with populations exceeding 400,000. Case Managers II oversee the work of Case Managers I and Case Technicians and handle a speciality case load of participants with the most complex issues or special needs. Case Managers II also develop treatment plans, determine intervention services, counsel participants and make recommendations to the court. Case Managers II prepare written and statistical reports and maintain case files on participants. Case Managers II may also perform other related duties.

ASSIGNMENT: **Staten Island Treatment Court and Mental Health Case Management**

Under supervision of the Project Director II, Case Manager II will assess, monitor and report on a case load of substance abusing offenders. Case Manager II will conduct psycho-social assessments of new clients; prepare treatment plans; coordinate and facilitate client's entry into substance abuse treatment; intensively monitor progress in treatment through exhaustive communication with treatment programs; maintain all compliance related information using the Court's computer system; provide all update information to Court on scheduled court appearances; and assists Case Manager's I, as needed, in areas of psycho-social assessment, treatment planning and monitoring. Case Manager II will also work as needed in the Staten Island Mental Health Court coordinating resources for participants in that specialized part. The Case Manager II will conduct initial assessment of potential participants, assist in referrals to community-based mental health service providers and report on participant progress. Case Manager II will also work, as needed, on case management duties associated with Staten Island Judicial Diversion participants.

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: 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:

WILLIAM ETHERIDGE II
CHIEF CLERK VII
CRIMINAL COURT, NEW YORK CITY
111 CENTRE STREET - ROOM 1128
NEW YORK, NY 10013

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 27, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 17, 2010

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