

**PLEASE POST
ANNOUNCEMENT NO. 27001****POSITION TITLE:** CASE MANAGER I **JG:16****LOCATION:** SUPREME COURT - CRIMINAL TERM, QUEENS COUNTY**BASE SALARY:** \$ 42,789 + LOCATION PAY \$3,555**CLASSIFICATION:** **NON-COMPETITIVE****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:

QUEENS TREATMENT COURT - The Queens Treatment Court's (QTC) Vocational Coordinator (VC) will be responsible for the QTC'S Vocational/ Educational Program to assist court participants in (1) becoming job ready, finding employment and enrolling into vocational training; and (2) referring participants to appropriate GED Preparation programs as well as assisting those participants interested in higher education opportunities with financial aid and college applications. The VC will conduct a comprehensive educational/ vocational assessment in order to develop and implement comprehensive individual Voc/Ed. plans which will result in participants' achievement of QTC goals. The VC will provide Voc./Ed. progress activities, including but not limited to, pre-vocational counseling, developing contacts and functioning as court liaison with vocational agencies. The VC will collaborate with treatment providers to develop vocational goals, and obtain Voc/Ed. progress reports for participants for each court appearance. The VC will refer participants for vocational training and job placement, assisting participants in applying for VESID and other services relating to Voc/Ed needs. The VC will maintain individual case files and monitor the participants' Voc/Ed progress for the Judge using the Courts' computer application system, the Uniform Treatment Application (UTA) program. The VC will develop linkages with employers and employment and government agencies, that will assist participants with job placement. The VC will report directly to the QTC Project Director and the Judge, and participate in team meetings related to participant progress and development in vocational and educational pursuits.

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:

MAUREEN D'AQUILA
CHIEF CLERK VII
SUPREME COURT - CRIMINAL TERM, QUEENS COUNTY
125-01 QUEENS BOULEVARD , 7TH FLOOR
KEW GARDENS, NY 11415

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**POSTING DATE:** February 17, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 10, 2010**THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**