

PLEASE POST



**EMPLOYMENT
OPPORTUNITY**

UCS-23

**State of New York
UNIFIED COURT SYSTEM
5TH JUDICIAL DISTRICT**

ANNOUNCEMENT NUMBER: 05906

POSITION TITLE: CASE MANAGER I JG - 16
LOCATION: SYRACUSE DRUG TREATMENT COURT
BASE SALARY: \$42,789 ANNUALLY
CLASSIFICATION: NON-COMPETITIVE
QUALIFICATIONS:

Bachelor's 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 (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. While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment.

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:

The Syracuse Drug Treatment Court provides comprehensive case management and monitoring services to substance abusing defendants. Case Managers interview participants to determine need for services, refer participants to psychological or medical counseling services, conduct psycho-social evaluations and prepare reports. They arrange for psychotherapeutic services, prepare applications for mental health and substance abuse treatment services, supported housing and entitlements for clients, develop treatment and counseling plans for participants and make recommendations to the Judge. They report participant compliance on programs and may recommend sanctions. They make preliminary case recommendations to the court. They develop reports in order to assess participant suitability for further treatment and counseling. They meet with participants on a one-on-one basis to determine progress and further need for services. They recommend staff training programs, contact service providers to determine participant progress and facilitate life skills workshops for participants. They prepare clients for discharge to the community, electronically update and maintain participant case records and conduct court mandated drug testing. They participate in case conferences with team members. 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 three (3) months. Position(s) available at the present time: 1

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO SUBMIT A UCS-5, "APPLICATION FOR EMPLOYMENT" FORM, (OBTAINABLE FROM ANY NY STATE COURT OFFICE OR ON THE WEB <http://www.nycourts.gov/careers/UCS5.pdf>) AND RESUME TO:

**MICHAEL A. KLEIN, ESQ.
DISTRICT EXECUTIVE
FIFTH JUDICIAL DISTRICT OFFICE
600 S. STATE STREET, ROOM 300
SYRACUSE, NEW YORK 13202**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: DECEMBER 2, 2009

APPLICATION MUST POSTMARKED OR RECEIVED BY: DECEMBER 23, 2009

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