



PLEASE POST

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT**

ANNOUNCEMENT #07904

POSITION TITLE: CASE MANAGER I **JUDICIAL GRADE:** 16

LOCATION: MENTAL HEALTH COURT AND DRUG TREATMENT COURT
MONROE COUNTY HALL OF JUSTICE, ROCHESTER, NEW YORK

BASE SALARY: \$42,789 ANNUALLY - PLUS FULL BENEFIT PACKAGE

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. *While these are minimum qualifications, 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: Currently, there are 3 Case Manager I positions available. These positions will be assigned primarily to the Monroe County Drug Treatment Court. However, the incumbents may be assigned to assist in any of the Drug Treatment Courts, as needed. The incumbents will: coordinate services among providers for the Courts; monitor compliance with dispositional plans, court mandated appointments and referrals; and monitor compliance with service providers' expectations and recommendations. The incumbents are expected to acquire resources and facilitate referrals. Participation in team meetings is required, along with appearing in court to inform the Judge of the defendant's progress. The Case Managers I will also conduct on-site urine screenings.

Experience with chemical dependency assessment and treatment, a general understanding of the criminal justice system and familiarity with drug treatment court operations is desirable. The Case Managers I must maintain accurate records, using the Universal Treatment Application. Strong computer and organizational skills are needed.

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 within this promotional unit, dependent upon the needs of the Unified Court System. *Special arrangements for the disabled may be made by contacting the 7th Judicial District's Human Resources Unit at (585) 454-4242, prior to the interview.* All applications received from this announcement may be used to fill any vacancies in this title occur in this court or agency in the District within the next three (3) months. Position(s) available at the present time: 3

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 **for each distinct announcement number** to:

**NYS SEVENTH JUDICIAL DISTRICT
ADMINISTRATION OFFICE
161 HALL OF JUSTICE, 99 EXCHANGE BLVD
ROCHESTER, NEW YORK 14614-2184**

Fax # (585) 428-4064

**EMAIL ADDRESS:
JOBS_7THJD@courts.state.ny.us**

Applicants are encouraged to complete an EEO Data Collection form UCS-19X

DATE OF POSTING: **APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:**

July 29, 2009

AUGUST 19, 2009

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