

**Tulsa Alternative Courts
Position Description
Cover Sheet**

Job Title: Case Manager I: Alternative Courts
Department: Tulsa Alternative Courts
Reports To: Supervising Court Coordinator: Alternative Courts
FLSA Status: Non-Exempt
Grade: 60
Job Title Code:

Approval of the attached job description

Approved By

Date Approved

Tulsa Alternative Courts Position Description

Job Title: Case Manager I: Alternative Courts
Department: Tulsa Alternative Courts
Reports To: Senior Court Coordinator: Supervisor
FLSA Status: Non-Exempt
Grade: 60

Definition

Primarily responsible for case management for alternative court participants and support for treatment.

Essential Job Functions:

1. Provide case management services for alternative court participants.
2. Assess new participants for service needs, including housing, transportation, education, vocation, and any other need which may hinder completion of the program.
3. Make appropriate community referrals for housing, food, transportation and any other needs that are identified.
4. Develop and update case management (CM) plans as indicated.
5. Identify new or enhanced community referral sources and enter into a resource database.
6. Develop and implement a community engagement plan for participants as they graduate from the therapeutic court.
7. Maintain knowledge of community-based agencies and ancillary resources and distribute to the team as necessary.
8. Perform assessments and screenings to identify eligible participants for the program.
9. Perform related responsibilities or activities as directed.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

Case Manager II: Alternative Courts
Updated 12/1/2019

1. Graduation from an accredited college or university with an associate's degree in Criminal Justice or a related field of study and 2 years satisfactory full-time paid employment in criminal justice or a related field of work; or equivalent combination of education and experience, substituting one additional year of full-time paid employment in a related field of work.
2. Professional experience in direct service case management is preferred for this position.
3. Experience working with the veteran population is preferred

Essential Skills and Abilities

1. Possess excellent organizational skills
2. Strong command over written and verbal communication
3. Excellent interpersonal and presentation skills
4. Ability to perform in cross-functional team approach and job responsibilities
5. A multi-tasker with strong ability to work under pressure
6. Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
7. Ability to communicate clearly and effectively with team
8. Some knowledge of substance abuse, mental health, and the court system is preferred
9. Ability to work independently.
10. Computer literacy including an excellent proficiency in Microsoft Office Suite.

Working Relationships

1. Must be able to work in a team environment.
2. Solution-oriented and positive.
3. Must be flexible and adaptable.
4. Must be able to quickly respond to input and follow supervisory direction.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Language Skills

Case Manager II: Alternative Courts
Updated 12/1/2019

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Special Job Dimensions

1. Some additional job related travel may be required for conferences, required meetings and/or regional events.
2. Valid Oklahoma Driver's License
3. Minimum of 6 continuing education training credits per year. Must be in the field of criminal justice. (NADCP approved courses, ODMHSAS approved Course, etc...)
4. Frequent court appearances which require travel from our offices to the courthouse.