

**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: Case Manager

WORK SCHEDULE: Monday through Friday

CLOSING DATE: December 4, 2009

JOB LOCATION: Polk County Courthouse/Drug Court

PAY GRADE: 11

SALARY: \$12.59 per hour
\$26,187.20 annually

MAJOR FUNCTION

This position involves work performing a variety of case management duties and responsibilities to assist the program Therapist/Counselors in the delivery of treatment services. This position incumbent performs duties pertaining to the screening, interviewing, case management, and related collateral and ancillary services. Working both independently and under general supervision, the incumbent receives general direction from the Therapist/Counselors relatives to the expected work performed.

ILLUSTRATIVE DUTIES

- Maintains case management database for clients involved in the program.
- Coordinates the delivery of treatment services for program clients with therapists.
- Maintains contact with outside agencies for collateral referral purposes.
- Prepares summary reports on clients progress while in program.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the juvenile justice system processes and procedures.
- Knowledge of the role of diverse prevention and intervention techniques.
- Knowledge of the treatment process and school disciplinary procedures.
- Skill in establishing and maintaining effective interpersonal relationships between clients, staff, and members of the judicial system.
- Skill in managing multiple client files at the same time with appropriate attention to detail.

- Ability to plan and compose reports, correspondence, and charts in a variety of presentation formats.
- Ability to use a personal computer and associated software applications.
- Ability to organize work, establish priorities, and meet deadlines associated with case management.
- Ability to manage multiple assignments, including long and short term care.
- Ability to communicate effectively, with tact and diplomacy.
- Ability to use independent judgment and discretion concerning confidential information.
- Ability to work independently on confidential and complex tasks.

MINIMUM QUALIFICATIONS

Must have an Associates degree from a regionally accredited college and one year of experience in fiscal management, administrative support, the criminal justice system, or other related area. Progressively responsible case management experience may substitute for the recommended college training on a year-for-year basis. Three years experience may be substituted for an associate's degree.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a Polk County Job application form and submit it no later than the closing date indicated above to:

Annette P. Wilkerson
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 531-7762
Fax: (863) 534-4699
TDD: (863) 534-7777

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance