

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT



STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER 09029

POSITION TITLE: Case Manager I **JG: 16**

LOCATION: 9th Judicial District
Dutchess, Orange, Putnam, Rockland or Westchester Counties

BASE SALARY: \$44,504 + Location Pay (Based on Official Work Station)

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 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: The Case Manager will be responsible for performing clinical assessment to determine the degree of treatment required for drug court participants; prepare psycho social assessments; administer random urine screens; and perform intensive case management. The Case Manager will be responsible for coordinating case management services; treatment services delivered by treatment providers; perform site visits; monitor documentation and service delivery; identify coordinated strategies to address systemic issues and service gaps as they are identified; ensure that each participant effectively accesses all needed services; Input data into the Universal Treatment Application and compile statistical data for analysis. Preference will be given to applicants who have their CASAC certification. **Travel throughout the District 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 this 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 ADMINISTRATIVE OFFICE IN A COURT BUILDING OR ON THE WEB AT <http://www.nycourts.gov/careers/ucs5.pdf>) AND RESUME BY E-MAIL TO 9JDemploymentapps@nycourts.gov OR BY MAIL TO:

NANCY M. MANGOLD
DISTRICT EXECUTIVE - 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: AUGUST 11, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: SEPTEMBER 1, 2010

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