



**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:

CASE MANAGER II

Effective Date: 07/03/2006
Title Code Number: 9461808
Salary Grade: 18
Jurisdictional Classification: NC

DISTINGUISHING FEATURES OF WORK:

Case Managers II report to the Chief Clerk and Project Director and work in the largest problem solving parts in New York City or in counties with populations exceeding 400,000. Case Managers II oversee the work of Case Managers I and Case Technicians and handle a speciality case load of participants with the most complex issues or special needs. Case Managers II also develop treatment plans, determine intervention services, counsel participants and make recommendations to the court. Case Managers II prepare written and statistical reports and maintain case files on participants. Case Managers II may also perform other related duties.

TYPICAL DUTIES:

Reviews work of Case Managers I and other subordinate staff located in problem solving parts and/or units.

Reviews case files and client progress in order to make recommendations to the Judge.

Creates statistical reports for review.

Interviews participants to determine need for services.

Refers participants to psychological or medical counseling services.

Develops psycho-social analysis and prepares written reports.

Coordinates psychotherapeutic services.

Prepares applications for mental health and substance abuse treatment services, supported housing and entitlements for clients.

Develops treatment and counseling plans for participants and makes recommendations to the

Judge.

Reports participants compliance to program requirements and may recommend sanctions.

Makes preliminary case recommendations to the court.

Prepares reports in order to assess participants suitability for further treatment and counseling.

Meets with participants on a one-on-one basis to determine progress and further need for services.

Recommends staff training programs.

Contacts service providers to determine participant's progress.

Facilitates life skills workshops for participants.

Prepares clients for discharge to the community.

Electronically updates and maintains participants case records.

Ensures that participants provide clean samples for the purpose of conducting court mandated drug testing.

Ensures that participants comply with the program rules.

Participates in case conferences with team members.

Assesses staff skills and recommends areas of training.

Reviews and assists in updating program forms and documents.

Monitors participant's progress.

Establishes and maintains linkages with community based service providers and other support service providers.

Conducts orientation for participants.

Acts on behalf of the Resource Coordinator in his/her absence.

Assists with court related activities.

Interviews teachers, medical doctors, psychiatrists, psychologists, religious leaders, probation officers, parole officers, and others to obtain information.

Conducts court mandated drug testing by use of specialized equipment.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of social work techniques and procedures.

Knowledge of medical and psychiatric terminology used in martial conflict situations.

Knowledge of legal terminology.

Knowledge of administrative record keeping and filing systems.

Ability to interact with attorneys, litigants, children, medical, psychiatric, and other professionals.

Ability to exercise tact and discretion.

Ability to analyze information obtained through research and/or discussion and ascertain its relevance to investigations under way.

Ability to elicit information from participants and other relevant parties to an investigation.

Ability to extract information relevant to a proceeding through research and/or investigation.

Ability to respond to inquiries both accurately and concisely.

Ability to analyze information obtained through research and/or discussions and incorporate same into a written report.

Ability to write clearly and concisely.

Ability to prepare administrative documents.

Ability to handle confidential matters.

QUALIFICATIONS:

Bachelors Degree from an accredited college or university 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

Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and three (3) 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.