



**STATE OF NEW YORK  
UNIFIED COURT SYSTEM**

**TITLE STANDARD:**

**CASE MANAGER I**

**Effective Date:** 07/03/2006  
**Title Code Number:** 9461809  
**Salary Grade:** 16  
**Jurisdictional Classification:** NC

**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.

**TYPICAL DUTIES:**

Interviews participants to determine need for services.

Refers participants to psychological or medical counseling services.

Conducts psycho-social evaluations and prepares reports.

Arranges for 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 make recommendations to the Judge.

Reports participants compliance on programs and may recommend sanctions.

Makes preliminary case recommendations to the court.

Develops 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 purposes of conducting court mandated drug testing.

Conducts court mandated drug testing by use of specialized equipment.

Ensures that participants comply with the program rules.

Participates in case conferences with team members.

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.

*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 marital 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 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.