



## King County

Invites Applications for the Position of:

### **Drug Diversion Court Services Treatment Case Manager**

Apply online at <http://www.kingcounty.gov/jobs>

*King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.*

**OPENING DATE/TIME:** 05/01/15 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 05/14/15 04:30 PM (GMT -8:00)

**SALARY:** \$29.17 - \$36.97 Hourly

**LOCATION:** Multiple locations in King County

**JOB TYPE:** Career Service, Full Time, 40 hrs/week

**DIVISION:** Department of Judicial Administration

**JOB NUMBER:** 2015JF04774

**SUMMARY:**

The Department of Judicial Administration (DJA) provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process. King County Drug Diversion Court (Drug Diversion Court) is a criminal justice system program administered by DJA.

DJA is seeking a **treatment case manager** to provide case management services to participants of the Drug Diversion Court.

Drug Diversion Court provides eligible defendants charged with felony drug and property crimes, the opportunity for drug treatment and access to other ancillary services. After choosing to participate in the program, defendants come under the court's supervision and are required to attend treatment sessions, undergo random urinalysis, and appear before the Drug Diversion Court judge on a regular basis. If defendants meet the requirements of each of the four phases of Drug Diversion Court, they graduate from the program and their charges are dismissed.

The Drug Diversion Court treatment case manager, working within Drug Diversion Court Services, is a key member of the Drug Diversion Court team.

**WHO MAY APPLY:**

This position is open to all qualified candidates that meet the minimum qualifications. The Department of Judicial Administration values diverse perspectives and life experiences, and encourages people of all backgrounds to apply.

**WORK LOCATION:** This position is based at the King County Courthouse located at 516 3rd Ave. Room E917, Seattle, but this position may be required to attend meetings or perform duties at the Norm Maleng Regional Justice Center, 401 4th Ave N., Kent, WA 98031.

**WORK SCHEDULE:** The usual schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Required Materials:****King County Application Form****Supplemental Questionnaire****Resume**

**Letter of Interest** detailing your background and describing how you meet or exceed the requirements listed in this job announcement.

**SELECTION PROCESS:** Applicants will be screened for qualifications, clarity and completeness. The most competitive applicants may be invited to an interview.

**CONTACT INFORMATION:** Please direct questions about this recruitment to Joy Fernandes at 206-477-0774.

**JOB DUTIES:**

Provide defendants with information on the requirements and expectations of the Drug Diversion Court program at orientation and intake and on an ongoing basis.

Collect social, mental health, chemical dependency and criminal histories at Orientation and Intake and schedule a treatment referral at the most appropriate treatment facility

Utilize the Risk and Needs Triage screening tool (RANT) to determine the most appropriate treatment and supervision model.

Provide information gathered during intake to treatment providers at the time of referral.

Meet with drug court defendants in-custody as needed.

Facilitate defendant's transition to a higher level of care as appropriate.

Acquire and maintain a high level of competence in the understanding of chemical dependency, mental illness, socioeconomic, and cultural factors and of treatment resource availability.

Provide case management and general trouble shooting to Drug Diversion Court defendants regarding treatment placement and access to other social services.

Monitor, track and report on defendants' progress throughout the Drug Diversion Court program to a multidisciplinary team both orally and in writing.

Apply a professional and therapeutic approach to problem solving defendant needs.

Maintain a proficient working knowledge of all commonly utilized Drug Diversion Court non-treatment

resources and make referrals as appropriate.

Participate in staffing and business meetings and make well-reasoned, defensible clinical/treatment recommendations to a multidisciplinary team.

Make case notes in file and electronic database, documenting all interactions involving or concerning Drug Diversion Court participants.

## **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

### **REQUIRED QUALIFICATIONS:**

1. BA in Human or Social Services or related field and three years of experience providing direct service to persons who have co-occurring chemical dependency and mental illness disorders. Any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.
2. Specialized training in chemical dependency and mental health fields.
3. Specialized training or work experience in the criminal justice or corrections fields.
4. Familiarity with the Diagnostic Statistical Manual IV-TR of the American Psychological Association (or its successors) and how it is utilized in mental health and chemical dependency screenings.
5. Knowledge of ASAM (American Society of Addiction Medicine) criteria and how it is used to determine appropriate level of care.
6. Training or experience in evidence-based practices.
7. Experience working with multi-cultural, indigent and homeless populations.
  
8. Experience in data entry, word processing and email.

### **REQUIRED SKILLS AND COMPETENCIES:**

**Quality Decision Making Skills:** Ability to use analysis, wisdom, experience, and judgment to make quality decisions and recommendations to a multidisciplinary Drug Diversion Court team.

**Ability to Manage Diversity:** Must have the skills to deal effectively Drug Diversion Court participants and other professionals of all races, nationalities, cultures, disabilities, ages and sexes.

**Presentation Skills:** The position requires excellent presentation and communication skills, one on one and in groups with a variety of people - Drug Diversion Court participants, peers, judges, attorneys, and other professionals.

**Time Management Skills:** Must possess excellent time management skills and ability to prioritize, concentrate efforts, and use time effectively and efficiently.

**Compassion:** Must be able to sympathize with the plight of others not as fortunate, without compromising objectivity and the ability to hold others accountable.

**Listening Skills:** Must be able to practice attentive and active listening skills, while maintaining excellent time management

**Ability to Motivate Others:** Must have ability to motivate others to take personal responsibility and effectuate change.

**Action-oriented:** Must be energetic, focused, and able to respond to crises effectively.

**Self-knowledge:** Must understand one's personal strengths and weaknesses, seek feedback and be open to criticism.

**Interpersonal Skills:** Must be able to develop rapport and build constructive and effective relationships with a variety of people both within and outside of the drug court team. Must also be able to set boundaries and understand one's role in relation to the drug court team.

**DESIRABLE EXPERIENCE:** Experience working in a co-occurring disorders treatment program within the criminal justice system. Experience working in a courtroom or legal setting.

**SUPPLEMENTAL INFORMATION:**

**SPECIAL REQUIREMENTS:**

Pass a Department of Adult and Juvenile Detention (DAJD) criminal background and reference check as required for professional access to King County facilities operated by DAJD;

No felony convictions within the last ten years.

Applicant must not be on probation and must not have any pending controlled substance-related charges, misdemeanor, or felony.

**Note: Online applications are preferred. However, if you cannot apply online, go to [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs) for other options.**

**If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.**

## Drug Diversion Court Services Treatment Case Manager Supplemental Questionnaire

- \* 1. What best describes your highest level of education?
  - High School/GED
  - Some College
  - Associate of Technical Degree
  - Bachelor's Degree
  - Master's Degree
  - Other Advanced Degree
- \* 2. How many years of experience do you have providing direct service to persons who have co-occurring chemical dependency and mental illness disorders.
  - None
  - Less than one year
  - One year to two years
  - Three to five years
  - Five to seven Years
  - More than seven years
- \* 3. Describe the specialized training you have had in the chemical dependency and mental health fields.
- \* 4. Describe the specialized training or work experience you have in the criminal justice or corrections field.
- \* 5. What are two practices considered "evidence-based" that could be used to serve a chemically dependent or co-occurring population in the criminal justice system? How could these practices be incorporated into a drug court setting?
- \* 6. Describe your experience working with a diverse population
- \* 7. Please describe your experience providing direct service to persons who have co-occurring chemical dependency and mental illness disorders. (Be specific as to dates, locations, and description of duties).
- \* Required Question