



Grays Harbor County Therapeutic Court Case Manager

SALARY	\$31.16 - \$36.72 Hourly \$5,401.00 - \$6,364.00 Monthly \$64,812.00 - \$76,368.00 Annually	LOCATION	Montesano, WA
JOB TYPE	Full-Time	JOB NUMBER	TC-23-502
DEPARTMENT	Superior Court	OPENING DATE	05/02/2023
CLOSING DATE	Continuous	RANGE	19
COVERED UNDER:	Courthouse		

Summary

This is a mid-level staff position and may be assigned duties in any Therapeutic Court program but will be primarily assigned to Mental Health Court. In this role, you will be responsible for providing direct services to Therapeutic Court referrals and participants, coordinating with behavioral health and social service agencies and monitoring compliance.

Essential Duties

- Provide links to treatment and recovery support services as well as direct supervision for participants in Therapeutic Court programs such as Mental Health Court, Adult Felony Drug Court, Family Recovery Court and any other court programs that may be established by the county Superior Court.
- Screening of potential participants for Therapeutic Court programs.
- Monitor participant compliance with program requirements.
- Contribute meaningfully to meetings convened to review participant progress.
- Maintain detailed records of participants' performance in the programs and provide timely reports to staff responsible for and involved with Therapeutic Court programs.
- Attend court and other judicial proceedings as required.
- Facilitate group activities for Therapeutic Court participants and alumni.
- Facilitate community outreach events and activities for Therapeutic Courts.
- Provide drug testing for referrals and participants including supervised urinalysis testing, oral fluid tests and breathalyzer testing.
- Participate in the planning and review of policies and procedures for Therapeutic Court programs.

Qualifications

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

1. Knowledge of the principles, practices and techniques of case management, including plan development, care coordination, skill building, psychoeducation and referral procedures.
2. Knowledge of the characteristics associated with substance use disorders and mental illness.
3. Knowledge of available community resources for individuals with complex multi-system needs.
4. Fundamentals of the Criminal Justice System and applicable local, state and federal laws, rules, regulations and procedures relating to the area of assignment.
5. Knowledge of Microsoft Word/Excel and equivalent software products.
6. Key Components and Best Practices of Therapeutic Courts.
7. Skilled in inputting data into management information systems.
8. Skilled in establishing and maintaining effective working relations with staff, County departments and officials, court personnel, outside agencies and the general public.
9. Skilled in project management and the ability to meet competing deadlines in a fast-paced environment while producing accurate work with minimal supervision.
10. Ability to communicate clearly and concisely, both orally and in writing.
11. Maintain a positive rapport, effective communication and constructive working relationships with clients, other employees, community partners, exhibiting professional manner using tact, respect, discretion and courtesy.
12. Work as part of an integrated team towards mission related objectives and goals.
13. Ability to work alone without direct daily oversight.
14. Ability to balance competing demands of projects and emergent needs.
15. Ability to maintain professional boundaries with referrals, participants and alumni.
16. Ability to maintain confidentiality with regard to a broad range of matters including, but not limited to participant performance, the management of protected health information, and matters protected by attorney/client privilege.
17. Ability to recognize the need for and attend to self-care due to exposure to individuals with marked histories of trauma.

Education and Experience: (Required)

- Bachelor of Arts Degree in social services, criminal justice or a related field
- 2 years experience working with individuals diagnosed with a mental health disorder.
- Certified Moral Reconciliation Therapy Facilitator or ability to become certified within 60 days of hire
- Trained in Motivational Interviewing

Certificates, Licenses & Registrations:

- A valid Washington State Driver's license

Supplemental Information

WORKING CONDITIONS:

Primarily in an office environment, occasional work in the field.

The statements contained herein reflect general details describing the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility. They are not an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

GRAYS HARBOR COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Agency

Grays Harbor County

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