



Drug Diversion Court Services Treatment Case Manager

DEPARTMENT: DJA - Judicial Administration
DIVISION: Office of the Director
SALARY: \$35.26 - \$44.69 Hourly
LOCATION: King County Courthouse - 516 3rd Ave, Seattle
JOB TYPE: Career Service, Full Time, 40 hrs/week
CLOSING DATE: 09/30/22 04:30 PM

SUMMARY:

DJA is seeking a **Treatment Case Manager** to work as part of a **dynamic multidisciplinary Drug Diversion Court (DDC) team** supporting individuals with substance use disorder and frequently co-occurring disorders in achieving recovery from drugs and alcohol, stable housing and employment, and dismissal of felony charges through successful program completion.

The Department of Judicial Administration (DJA) provides **professional, high-quality Superior Court record services and justice system programs**, while ensuring access to justice and integrity in the process. DDC is a criminal justice diversion program administered by DJA for adults charged with felony property and other drug-related crimes.

The Treatment Case Manager provides case management services to DDC participants. related to the clinical aspects of the DDC program in alignment with the Adult Drug Court Best Practice Standards and DDC program goals.

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 King County career service employees and the general public; preference will be given in that order. The Department of Judicial Administration values diverse perspectives and life experiences, and encourages people of all backgrounds, cultures and religions to apply, including veterans, People of Color, Immigrants, refugees, women, LGBTQ+, people with disabilities and those with lived experience with addiction and recovery.

Any pool of qualified candidates would be used for approximately six months to fill the immediate and future vacancies, both temporary and permanent.

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. There will be

work associated with this position that may be partially performed [remotely](#). Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection where they can reliably perform work and remain available and responsive during scheduled work hours. Employees must reside in WA state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements. There will be situations where the employee is required to report to a County worksite. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required by the department in alignment with the [Public Health Directive](#) from the Seattle & King County Public Health Officer.

To support employees during this time King County has a robust collection of [tools and resources](#) to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team. King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

WORK SCHEDULE: The regular workweek is 40 hours per week, Monday through Friday, 7:30 a.m. to 4:30 p.m. This position is overtime eligible.

Required Materials:

- **King County Application Form**
- **Answers to the Supplemental Questions**
- **Resume**
- **Cover Letter** detailing your background and describing how you meet or exceed the requirements listed in this job announcement. Please note, your Cover Letter may be evaluated as a writing sample.

Please note that you can attach multiple documents to your application. Your options are:

*Copy and paste one or more documents into the text resume section of the application.

*Attach multiple documents/files in the resume attachment section.

Contact Information: Please direct questions about this position to Christina Mason at 206-4770785. For questions about the recruitment process please contact Joy Fernandes at 206-477-0774.

JOB DUTIES:

The person selected for this position will be assigned a variety of tasks including but not limited to those listed:

- Provide participants with information on the requirements and expectations of the Drug Diversion Court program at orientation and intake and on an ongoing basis.
- Collect social, substance use disorder, mental health, and criminal history information at Orientation and Intake and schedule a treatment referral at the most appropriate treatment facility.
- Utilize the Risk and Needs Triage (RANT) screening tool to support treatment and supervision planning.
- Provide information gathered during intake to treatment providers at the time of referral.
- Meet with drug court participants in-custody as needed.

- Accompany participants at jail discharge and deliver to DDCCS office, coordinate transportation to treatment, housing move-in, and other services.
- Facilitate a participant's transition to a higher level of care as appropriate.
- Provide case management and general trouble shooting to Drug Diversion Court participants regarding treatment placement and access to other social services.
- Monitor and report on participants' progress throughout the Drug Diversion Court program to a multidisciplinary team both orally and in writing.
- Make case notes in electronic database, documenting all interactions involving or concerning Drug Diversion Court participants and summarizing participant progress and clinical/treatment recommendations prior to each hearing.
- Participate in client staffings and policy meetings and make well-reasoned, defensible clinical/treatment recommendations to a multidisciplinary team.
- Apply a professional and therapeutic approach to problem solving participant needs.
- Acquire and maintain a high level of competence in the understanding of substance use disorders, mental health disorders, socioeconomic and cultural factors, and treatment resource availability.
- Maintain a proficient working knowledge of all commonly utilized Drug Diversion Court treatment and non-treatment resources and make referrals as appropriate.
- Support the Drug Diversion Court's approach to accountability and empowerment.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Any combination of Education, Experience, Qualifications, Knowledge and Skills which provides the applicant with the desired competencies to successfully perform all duties described will be considered.

- BA in Human or Social Services or related field and three years of experience providing direct service to persons who have co-occurring substance use disorders and mental health disorders.
- Specialized training in substance use disorders and mental health disorders.
- Experience working with people involved in the court system.
- Experience successfully managing a client caseload.
- Excellent communication, presentation, problem-solving, and resourcefulness skills.
- Demonstrated ability to work as an effective collaborative team member within a professional team and to develop positive working relationships with internal and external stakeholders.
- Willingness and ability to work within an evidence-based therapeutic court model aimed at stopping substance use and criminal activity.
- Ability to build rapport, actively listen, and empathize with others without compromising objectivity and the ability to hold participants accountable to program requirements.
- Excellent organizational and time management skills - ability to track and meet multiple data points and deadlines.
- Experience with data entry, office software, and email, and the ability to learn new software applications and technologies as required for this position.

- Ability to work effectively with individuals of all races, ethnicities, nationalities, cultures, genders, ages, sexual orientations, and abilities.

DESIRABLE EXPERIENCE:

- Knowledge of treatment modalities, drug testing, recovery support services and referral processes for substance use and co-occurring disorders in Washington State and King County.
- Specialized training and/or work experience within the criminal legal system, especially working within a therapeutic court.
- Knowledge of Adult Drug Court Best Practice Standards.
- Training in motivational interviewing.
- Ability to communicate in Spanish, the second most commonly spoken language amongst King County Drug Court participants.

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.

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

COVID-19 Vaccination Requirement

King County Executive Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position you applied for, the County will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of

a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact the recruiter listed on this job announcement.

Applicants that are found to be minimally qualified will be further reviewed for competitive quality. Those applicants that possess the most competitive background in directly related experience, knowledge and training may be contacted for interviews. Professional reference checks will be conducted prior to any offer of employment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2022JF17030
DRUG DIVERSION COURT SERVICES TREATMENT
CASE MANAGER
JF

King County Administration Bldg.
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206-477-3404

joy.fernandes@kingcounty.gov

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Drug Diversion Court Services Treatment Case Manager Supplemental Questionnaire

- * 1. Are you applying to this position as an eligible current or previous King County Employee Priority Placement Program Participant? Is this position the same or lower percentage of full-time when compared to the position held at the point of the notification of layoff? Do you possess the skills and abilities to qualify for this position?
- ☐ Yes, I was given a layoff notice from my role at King County and I am within two years of the effective date of my layoff. Additionally, the position I was laid off from was the same or a higher percentage of FT status when compared to this one.
- ☐ No.
2. If you answered yes to the question above and you are applying for this position as a Priority Placement Participant, to be considered, you must provide the following three

pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff

- * 3. How did you hear about this job? Check all that apply.
 - ☐ King County Website
 - ☐ Governmentjobs.com
 - ☐ Other
- 4. If you selected "Other" in the question above, please specify website/name.
- * 5. Have you included a cover letter and a resume?
 - ☐ Yes ☐ No
- * 6. Which best describes your highest level of education?
 - ☐ High School/GED
 - ☐ Some College
 - ☐ Associates or Technical Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
 - ☐ Other Advanced Degree
- * 7. How many years of experience do you have providing direct service to persons who have co-occurring substance use disorders and mental health disorders?
 - ☐ None
 - ☐ One year to two years
 - ☐ Three to five years
 - ☐ Five to seven years
 - ☐ More than seven years
- * 8. Please describe your experience providing direct service to persons who have co-occurring substance use disorders and mental health disorders. (Be specific as to dates, locations, and description of duties).
- * 9. Describe the specialized training/education you have had in substance use disorders.
- * 10. Describe your experience working with people involved in the court system.
- * 11. Describe your experience successfully managing a client caseload. • What were your typical day-to-day tasks? • What deadlines were you required to meet?
- * 12. How do you see the work of a therapeutic court as supporting King County's commitment to equity and social justice?
- * Required Question