Williamson County Job Description





<u>Job Title</u>: Program Case <u>FLSA</u>: Exempt <u>Pay Grade</u>: B. <u>Effective Date</u>: Administrator

JOB SUMMARY

Reporting directly to County Court at Law 2 Judge, Program Case Administrator uses trauma-informed practices, and is responsible for providing coordination, assessment, and comprehensive integrated case management plans and services to participants involved in the DWI/Drug Court and Veterans Treatment Court programs.

EXAMPLES OF WORK PERFORMED

- Provides professional evaluation and assessment services; assesses, documents, tracks, and recommends treatment for individuals participating in each program
- Provides in-depth orientation to applicants
- Monitors and reports participants' compliance with program requirements
- Coordinates and collaborates with community resources and the multi-disciplinary team to discuss and update policies and procedures
- Supports participants' life skills such as time management, budgeting, and job search
- Provides community resource referrals to participants regarding medical, housing, counseling, employment, and education
- Coordinates and manages treatment team meetings with the VA, Bluebonnet Trails, and local
 providers to ensure participants' treatment plans are followed and updated as necessary for
 best practices
- Conducts follow-up assessments and reevaluates participants' individualized case plans
- Manages the applicant referral process
- Interviews, screens, and gathers demographic information on offenders whose charges qualify for the treatment court program
- Ensures grant funding specific to treatment is being utilized appropriately
- Evaluates programs and implements changes to improve their effectiveness
- Develops and provides training to project teams on best practices for specialty courts
- Develops and provides recovery-based groups to participants, as necessary
- Facilitates project team meetings for both specialty courts and updates the teams on treatment-related issues
- Educates and informs peers, colleagues, and the judiciary on the efficacy of the Veterans Court and DWI/Drug Court programs
- Creates and maintains various reports, forms, worksheets, and informational materials
- Ensures comprehensive filing systems and databases are maintained and up to date
- Enters and verifies data within applicable databases and systems
- Attends all meetings and trainings, as required
- Performs special duties as assigned

ORGANIZATION RELATIONSHIPS

- Reports directly to County Court at Law 2 Judge
- Direct Reports Veterans Justice Outreach Officer, local treatment providers, BBT

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PHYSICAL DEMANDS

 Position involves prolonged sitting at a workstation, visual examination of documents, reaching, walking, twisting, bending, standing and occasional lifting/carrying

ENVIRONMENTAL FACTORS

- Work is primarily indoors in an air-conditioned environment
- Travel between work sites as required

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Social Work, Counseling, or a related field and one (1) year of related experience
- Working knowledge of Microsoft Office Suite

LICENSES AND CERTIFICATIONS

Required

- Licensed Chemical Dependency Counselor (LCDC)
- Licensed Baccalaureate Social Worker (LBSW)

Required within thirty (30) days of employment

Valid driver's license

PREFERRED QUALIFICATIONS

- Master's degree
- Licensed Professional Counselor-Associate (LPC-A)
- Licensed Professional Counselor (LPC)
- Licensed Master Social Worker (LMSW)
- Knowledge of substance abuse, additions, mental illnesses, and casework practices
- Treatment modalities
- Knowledge of military and veteran culture

EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: Yes
- Drug screening: No

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Physical exam: No

Psychological exam: No

Additional: N/A

IRREGULAR HOURS

• Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required

May be deemed essential personnel in the event of an emergency

TOBACCO FREE WORKPLACE POLICY

Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

SUPPLEMENTAL INFORMATION

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.

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Revision number	Description	Entered by	Effective Date
0000	New issue – Salary Study Cycle 5A	EP/KD	