

Williamson County Job Description
Department/Office: Comm Court - Grants



Job Title: Program Case Manager

FLSA: Exempt

Pay Grade:

Effective Date:

JOB SUMMARY

Reporting directly to Program Manager, the Program Case Manager (PCM) facilitates case flow and the activities of participating agencies, provides professional and evaluation services, monitors participant's progress, and maintains appropriate documentation requiring independent judgment and prudent decision making of high complexity.

EXAMPLES OF WORK PERFORMED

- Provides professional evaluation and assessment services; assesses, documents, tracks, and recommends treatment for individuals participating in each program
- Conducts orientations for incoming applicants once approved for the Veterans Treatment Court and DWI/Drug Court Program
- Complete SBIRT and DUI RANT with individuals in custody, to identify potential applicants to expedite the application process.
- Provides in-depth orientation to applicants, to include those in custody
- Manages the applicant referral process
- Interviews, screens, and gathers demographic information on offenders whose charges qualify for the treatment court program
- Monitors and reports participants' compliance with program requirements
- Supervises, manages and coordinates case management and counseling staff in the performance of their duties at weekly meetings with the VA, Bluebonnet Trails, local providers, and Adult Probation to ensure participants' treatment and supervision plans are followed and updated as necessary for best practices
- Coordinates and collaborates with community resources and the multi-disciplinary team to discuss and update policies and procedures
- Supports and counsel's participants in crisis situations
- 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
- Conducts follow-up assessments and reevaluates participants' individualized case plans
- Ensures grant funding specific to treatment is being utilized appropriately
- Ensures comprehensive filing systems and databases are maintained and up to date
- Enters and verifies data within AIMS database
- Attends all meetings and trainings to stay abreast of regulations, legislation, and issues related to specialty courts, as required
- Performs special duties as assigned

ORGANIZATION RELATIONSHIPS

- Reports directly to – Program Manager
- Collaboration with County and District Attorney's Office, Veterans Administration, Veterans Services, Local Mental Health Authority (Bluebonnet Trails), and other local providers.

PHYSICAL DEMANDS

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- 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 (2) years 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, addictions, mental illnesses, and casework practices
- Treatment modalities
- Knowledge of military and veteran culture
- Interpersonal communications in a collaborative format

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
- Physical exam: No
- Psychological exam: No

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- 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.

