



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

CONTRACTUAL POSITION

Posting Date: December 1, 2022

Priority Cut-off Date: Until Filled

POSITION TITLE: Drug Court Case Manager & Community Referral Contractor
MINIMUM SALARY: \$18/hr (20-25 hours per week)

DEPARTMENT: Problem Solving Courts
CLASSIFICATION: Contractual

SUMMARY: Perform case management and referrals of participants entering Drug Court Programs.

MINIMUM QUALIFICATIONS: Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely related social science field **and** three years of experience working in the field of addiction or mental health, to include co-occurring disorders. Extensive knowledge of social services programs in Hillsborough County. **Substitution:** A Master's degree or Juris Doctorate may substitute for one year of experience.

PREFERRED QUALIFICATIONS: Certified Addictions Professional.

ESSENTIAL DUTIES: Serve as case manager for criminal, dependency, and juvenile delinquency drug court cases.

Make referrals for health insurance, housing, family services, parenting, and employment resources, etc. for participants and provide updates to Drug Court Specialists and court team regarding the status of referrals.

Maintain data on referrals made, to include outcomes, and may provide oral and written summaries at quarterly stakeholder meetings.

Create application process and system to track referrals. Prepare reports, maintain spreadsheets, draft correspondence, and other administrative tasks.

Attend court, when needed, to provide support to the presiding judge and perform case management functions.

Perform data entry of case-based information in the Drug Court Case Management (DCCMS) database and other county-wide databases, as necessary.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of community treatment services, methodologies and practices. Considerable knowledge of monitoring and evaluation methods. Working knowledge of case management methods and procedures. Working knowledge of the criminal justice system for adults and juveniles, and family dependency process. Ability to communicate effectively. Ability to establish and maintain effective working relationships with local and state officials and the general public. Ability to review and evaluate programs and projects. Ability to perform statistical and computational tasks and analyze data to write reports. Incumbent must be professional in all regards.

TO APPLY: Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to schilljn@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.