

97th District Court Treatment Court Case Manager

Full-Time Non-Union Grant Funded Position

SALARY: \$45,259.42, with increase in 6 months

FRINGE BENEFITS: Life and Health Insurance; Retirement benefits

WORK SCHEDULE: Monday-Friday, 8:00 a.m. – 4:30 p.m.

START DATE: October 1, 2025

SUMMARY OF RESPONSIBILITIES: Under the general supervision of the Judge and Grant Manager of the Treatment Court, the treatment court case manager is primarily responsible for performing direct supervision of treatment court participant compliance with the program. This includes providing community linkages and referrals to appropriate agencies, monitoring the day-to-day activities of the participants, and frequent communication with treatment providers and treatment court team members.

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES:

- Conduct screenings and risk/needs assessments to determine program eligibility.
- Monitor and administer substance abuse testing including UA screens and alcohol tests.
- Coordinate all services, including treatment, social services, housing, education, vocational training, medical, psychiatric, and legal to ensure that the participant meets all criteria for phase movement and graduation.
- Maintain phase status, phase change dates, and court dates on all treatment court participants.
- Maintain Treatment Court case files.
- Monitor treatment compliance and maintain contact with treatment providers.
- Aid in developing a case management plan for program participants.
- Provide direct participant supervision in both office and home settings.
- Enter data into case management system (DCCMIS) according to the minimum standard data provided by SCAO.
- Attend Court Review Hearings.
- Attend Team Meetings for Treatment Court and prepare reports prior to meeting including participant progress and/or non-compliance.
- Maintain contact with local law enforcement agencies on program participant home checks.
- Monitor payments on court ordered fines/costs/assessments for treatment court participants.
- Attend professional conferences and trainings.

EDUCATION, FORMAL TRAINING, AND WORK EXPERIENCE

Bachelor's Degree in Social Work, Criminal Justice, or a related field. Previous experience in law enforcement, social work, or another related field can be combined with an Associate Degree, or other related education and experience, to meet minimum qualifications. Some travel required; must possess a valid Michigan driver's license.

OTHER REQUIREMENTS

The other requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. They include, but are not limited to the following:

- Must be able to enter and retrieve information on a computer
- Must be able to use a keyboard for extended periods of time
- Must be able to drive a vehicle and access participant residences
- Must be able to access a jail
- Must be able to administer urine/saliva screens for controlled substances
- Must be able to operate a Preliminary Breath Test (PBT)

Reasonable accommodations may be made for otherwise qualified applicants to perform essential functions.

APPLICATION PROCEDURE:

To Apply:

Submit a resume and cover letter to: Keith Anderson, Treatment Court Grant Administrator, 97th District Court, 401 E. Houghton Avenue, Houghton, Michigan 49931, keith@houghtoncounty.gov

Deadline to Apply: September 18, 2025