

JOB ANNOUNCEMENT
Sobriety Court Case Manager
****Grant Funded****

Full Benefits
Union Exempt
Salary Commensurate with Experience

Posting Date: November 6, 2023
Removal Date: Open Until Filled

GENERAL SUMMARY OF DUTIES: Under the supervision of the Judge, Chief Probation Officer, and Court Administrator the successful candidate will manage a caseload for the 18th District Court Sobriety Court program. This is a specialty court program focused on helping repeat offender drunk driving defendants. The manager will interview, mentor, and assist defendants as they move through all four phases of the program.

The manager will obtain information on each participant sufficient to provide the Sobriety Court Team all information necessary to effectively communicate with the participant during court hearings and status reviews. The manager will compile written reports on each participant as well as provide oral communication during staffing sessions.

The manager will monitor clients for abstinence utilizing electronic technology and direct observation same gender drug testing.

Minimum Qualifications:

The candidate must possess a Bachelor's Degree in criminal justice, psychology, counseling, or closely related field. Must be Certified Criminal Justice Profession (CCJP) from the Michigan Certification Board for Addictions Professionals. An MSW can be used in place of CCJP certification. Must have a minimum of three years' experience in counseling, probation, or other closely related field.

The candidate must have strong word processing and typing skills. Proficient in Microsoft Office a must including Word and Excel. Experience with DCCMIS preferred. Must be able to effectively communicate with participants, judges, attorneys, counselors, and members of the public. Must pass a pre-employment criminal/civil background check and drug screen. Employees will be fingerprinted.

EXAMINATION PROCEDURE: Applications will be screened for minimum qualifications and those best qualified will be interviewed. Applicants shall provide proof of college degree and certification at time of interview.

APPLICATION PROCEDURE: The position indicated above is open for all qualified applicants. To apply, send a cover letter and a resume to the following address:

18th District Court
Attn: James Gibbs, Court Administrator
36675 Ford Road
Westland, MI 48185
Jgibbs18dc@comcast.net

Only submissions received by mail or e-mail will be considered

18th DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER