

Case Manager

Full-Time Job Description

\$37,000- per year with benefits

Old Dominion Alcohol Safety Action Program

THIS IS NOT A STATE POSITION

This position will be responsible for the screening, management, monitoring and supervision of program participants. The position will also prepare court reports and other documents related to monitoring participants and will testify in court hearings. The case manager will be responsible for evaluating all aspects of program participation and progress towards completion of program requirements.

Minimum Qualifications: A bachelor's degree from an accredited college or university with a major in criminal justice, psychology, social work or related field or equivalent experience. Must be able to clearly communicate with diverse audiences, must be experienced in computer operations, data entry, document preparation and problem solving. Must be able to conduct interviews, analyze data and have some knowledge of court operations, procedures and laws pertaining to substance abuse and drinking drivers and knowledge of the concepts of case management.

Candidate must be able to successfully pass criminal background investigation, including a DMV record check and drug screening.

Please fill out the NRADC application at NRADC.com and return to Frederic County Department Of Human Resources. By June 14, 2017. Please feel free to contact Andrea Cosans at 540-535-7156 for additional information.