

Senior Court Case Manager - Veterans Court

This is an “Open Until Filled” recruitment.

Salary: \$46, 313.70/annually (Grant-Funded)

How to Apply:

A State of Florida Application is required for this position. Please upload this completed form when you apply.

[State of Florida Application](https://flcourts18.bamboohr.com/careers/38) via BambooHR <https://flcourts18.bamboohr.com/careers/38>

Applications must be completed in full. Applications containing the verbiage “please refer to resume” will NOT be considered.

General Statement of Job

Veterans Court Case Specialist is a grant-funded county position and will work under the supervision of the Problem-Solving Courts Manager in the Judicial Division. This professional position will orient new veterans signing into the program; perform intakes; assist with client placement where necessary; ensure that each participant has transportation; communicate with service providers; verify information for phase advancement; track data using an internal case management system for statistical reporting and subsequent performance measures.

Essential Duties

This position will be responsible for performing drug testing on veteran court clients by implementing collection, accountability, and transport of drug testing samples. Work will also be performed in a drug testing lab setting and must maintain knowledge in all aspects of urinalysis collection and accountability processes. Work schedules are prone to be more irregular versus consistent days and start/end times. The position is required to always maintain a professional demeanor and to establish effective working relationships with judges, court personnel, County Probation office, Office of the State Attorney, Public Defender's Office, Veteran's Administration, Seminole County, and treatment providers. Work is performed under the direction of the Veteran Court Judge. Perform other duties and projects assigned by supervisor. Educate the public and stakeholders about treatment court philosophy and operations. Perform other duties as assigned.

Education & Experience

- Bachelor's degree in public administration, business administration, criminal justice, psychology, sociology, or a closely related field. *Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.*
- Three years of professional, administrative, analytical and related work experience. *Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.*
- Three or more years of experience in substance use disorder treatment, behavioral health services, case management, treatment coordination, or treatment courts required.
- Experience working with justice-involved populations and individuals with co-occurring substance use and mental health disorders preferred.
- Demonstrated knowledge of evidence-based practices and ability to maintain confidential information.

Additional Competencies

- Strong communication, organizational, and collaborative skills.
- Ability to manage grants and budgets.
- Skill in developing and implementing program policies and procedures.
- Capacity for community engagement and public education.
- Commitment to ethical standards and professional conduct.
- Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms; must be able to transfer up to 10 pounds.
- Knowledge of the Florida State Courts System Circuit Court Criminal procedures.
- Communicate clearly, concisely, and logically.
- Work independently, with direction, and establish priorities.

- Operate a personal computer and use software applications (Microsoft Outlook, Word, Excel, Access, and Teams).
- Ability to communicate ideas clearly, orally and in writing.
- Ability to maintain confidentiality.
- Ability to perform clerical support tasks, such as preparing orders, documents, files, forms, and correspondence; creating and maintaining record systems for efficient case management

Benefit Details

- Optional Health Benefits
- Supplemental Insurance (Dental, Vision, Disability, Optional Life, Cancer, etc.)
- Low-Cost Basic Life Insurance
- Deferred Compensation
- Tax-Favored Spending Accounts
- Employee Assistance Support

Grant-Funded Positions

For the duration of employment, this position is **grant-dependent** with no right of appeal if the funding for such position ceases. This position and the program on which the position is based are funded from grant funding, a funding source other than General Revenue. The continuation of employment shall be contingent upon the continued availability of grant funds for this position and/or program.

Equal Opportunity Employer

The Eighteenth Judicial Circuit is an equal opportunity employer that actively pursues and hires a diverse workforce. We do not discriminate on the basis of nor manifest by words or conduct, bias or prejudice based on race, color, religion, age (40 or older), sex (including gender identity, sexual orientation and pregnancy), national origin, language, marital status, socioeconomic status, or

disability or genetic information, which does not preclude performance of essential job functions, and reasonable accommodation(s) is provided, as necessary and judicious.

If you are a person with a disability who needs accommodation in order to participate in the application/selection process, you are entitled, at no cost to you, the provision of certain assistance. Please notify Court Administration at 407-665-4227 prior to the application deadline. If you are hearing or voice impaired, please call through the Florida Relay Service (TDD) 1-800-955-8771.

Background Check

Employment is provisional pending the results of a successful background investigation and fingerprinting.

E-Verify

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Eighteenth Judicial Circuit participates in the U.S. Government's Electronic Employment Verification Program (E-Verify) to assist in this required verification process for all state-funded positions. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9) upon hire within the first 3 days of employment.

Drug-Free Workplace

It is an objective of the Eighteenth Judicial Circuit to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing court service for the Eighteenth Judicial Circuit, and the trust placed in our organization by the public.

At-Will Employment

Pursuant to 110.205(2)(c) of the Florida Statutes, employment with the State Courts System is not covered under the Career Service System and all employees of the State Systems serve at the pleasure of the appointing authority and do not attain tenure rights, i.e., employees can be terminated with or without cause by the Court.