

CASE MANAGER

Introduction

The Las Vegas Municipal Court seeks a contracted Case Manager to provide ongoing supervision and case management services to individuals participating in our DUI Specialty Court. The contracted Case Manager will act as an independent contractor and will work on an as needed and on-call basis, with no pre-set or minimum number of guaranteed hours. Case management services will be performed throughout the Las Vegas Valley, including within detention facilities, under the direction of the Court's Alternative Sentencing and Education Division Administrator.

Job Duties

- Receive and respond to calls and e-mails from participants
- Attend and participate in specialty court sessions and meetings
- Facilitate participant meetings, as appropriate
- Make referrals to community services agencies and programs
- Submit written and oral reports
- Conduct individual and group sessions with participants
- Assess participants through one-on-one interviews and direct observations
- Attend contractor meetings, upon request
- Accurately enter and update data into a variety of databases
- Administer direct observation drug and alcohol testing
- Provide feedback regarding proposed policies and procedures
- Testify, when necessary
- Other duties as assigned by the Judge or Alternative Sentencing and Education Division Administrator

Minimum Requirements

- Bachelor's Degree in Social Work, Psychology, Counseling, Marriage and Family Therapy or a closely related field
- Three (3) years of experience in a court, criminal justice, social services agency or counseling setting
- Be familiar with using and interpreting diagnostic tools (e.g., DSM-5, SASSI, GAIN, etc.)
- Be familiar with, or willing to learn, evidence-based techniques and best practices
- Pass criminal background and drug testing
- Obtain applicable level of NCIC/NCJIS certification and/or training within 6 months of the date contract is signed and maintain proficiency, as needed
- Flexible schedule with the ability to work nights and weekends

Ideal Candidate

- Master's Degree, PhD or PsyD in Social Work, Psychology, Counseling, Marriage and Family Therapy or a closely related field
- Certification or Licensure in alcohol and drug counseling, social work, counseling and/or marriage and family therapy
- Extensive experience using and interpreting diagnostic tools (e.g., DSM-5, SASSI, GAIN, etc.)
- Understanding of and experience implementing evidence-based techniques and best practices
- Ability to read, write and speak Spanish fluently

If interested, submit resume to Dr. Janice Tokaryk, PhD, at jtokaryk@lasvegasnevada.gov