

**PORTAGE COUNTY COMMON PLEAS COURT
JUVENILE/PROBATE DIVISION – JOB DESCRIPTION**

Job Title: Court Case Manager (Full Time)	Reports to: Director of Family Services
Department and Pay Range: Family Services \$26.45 + per hour	Classification: Unclassified/Exempt

Job Purpose

Under the general supervision of the Director of Family Services, the Court Case Manager (CCM) monitors assigned Juvenile Court cases and works in collaboration with the Court’s partner agencies, schools, and other youth and family services. Performs administrative and technical work in planning, organizing, and coordinating needs for Juvenile Court cases while verifying compliance of all case parties with court orders and case plans.

Job Duties and Responsibilities

Provides case management services as follows: Provides written and verbal recommendations or status reports to the Court. Assists the Court in scheduling emergency or expedited hearings and schedules future conferences as necessary. Monitors the progress and development of cases against any applicable time standards and reports problem cases to the Judge or Magistrate. Conducts case staffings with Court team members, providers, therapists, and other professionals, to facilitate the identification of disputed issues and options toward resolution of the case. Identifies/develops/maintains and updates network of social service providers/treatment agencies and facilitates the provision of information to the Court. Monitors compliance with reasonable legal standards for representation of parties; brings any deficiencies to the jurists. Keeps apprised of and promotes community/national trends, programs, processes, and best practices to improve outcomes in cases. Increases the amount of information available to the Court by acting as liaison between parties, attorneys, participants, and the jurists (acts as the hub of the wheel). Assists in training Court staff to monitor case compliance with all statutory and Juvenile Court requirements. Ensures all parties are aware of all communications during the life of the case. Conducts case review. Provides case summaries for the jurists. Creates and maintains checklists by hearing type for the jurists. Keeps Court on track for permanency by identifying systemic barriers to permanency in the court process and recommending reforms. Assists the Court in implementing new initiatives, best practices, and recommendations to improve the processing of child welfare cases. Additional duties as assigned.

Required Qualifications

Bachelor’s degree in social sciences or related field with three years of experience working with court procedures, juvenile law, or social work; or any combination of education and experience that provides the requisite knowledge, skills, and abilities for this job. A master’s degree in social sciences may substitute for one year of required experience.

Must be 21 years of age. Must have a valid operator’s license and clean driving record. Must pass a criminal background check and pre-employment drug screen.

Knowledge, Skills, and Abilities

- Ability to work with a diverse population of clients including youth, families, Child Protective Services, schools, and other community partners.

- Ability to work with jurists, Director of Family Services, and other Court personnel.
- Dependability and follow through on assignments.
- Willing to travel to homes, schools, and other community sites to meet with youth and families.
- Proficient in Microsoft 365 and Microsoft Teams.
- Ability to become proficient in other court specific software.
- Excellent oral and written communication skills.
- Critical thinking skills.
- Decision making aptitude.
- Willing to handle stress in working with youth, families, and community partners while always maintaining a professional demeanor.
- Ability to operate both independently and as a team player.

Working Conditions

- Physical Requirements: Incumbent performs work that may require lifting up to twenty-five (25) pounds occasionally. Ability to operate a motor vehicle.

Working Hours

8:00 a.m. to 4:00 p.m. Monday-Friday, with the potential for some evening hours at the discretion of the court.

Benefits

P.E.R.S., health insurance coverage available, and paid vacation after first year of public service.

APPLY ONLINE AT:

<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>

Please submit a resume and cover letter when completing the online application.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

This job description is illustrative of the types of duties typically performed in this position. It is not intended to be an exhaustive listing of each and every essential function of the job. The Court reserves the right to add, change and/or delete essential functions from this position at any time.