



Organizational Profile	Mission: “North Country Health Consortium leads innovative collaboration to improve the health status of the region.” The North Country Health Consortium (NCHC) is a rural health network, created in 1997, as a vehicle for addressing common issues through collaboration among health and human service providers in Norther New Hampshire.		
Job Title:	Drug Treatment Court Case Manager		
Program Area:	Substance Misuse Program: Drug Treatment Court	Shift: (if applicable)	Days, some on call
Primary Location:	Remote/Hybrid schedule to be determined by supervisor & employee	Travel Required:	Some Travel
Employment Status	<input checked="" type="checkbox"/> Fulltime <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Salaried/Exempt <input type="checkbox"/> Hourly/Non-Exempt	Employment Type:	<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Internship <input type="checkbox"/> other: _____
Supervisory duties:	<input type="checkbox"/> yes <input checked="" type="checkbox"/> No	Reports to:	Drug Treatment Court Program Manager
Job description: September 2024			

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Monitor participants placed in drug court by the Superior Court throughout the court process, in accordance with the participant handbook and Drug Treatment Court best practices.
- Works with the DTC team and advises participants of program requirements/conditions.
- Complete Case Management Needs Assessment on each participant enrolled in Drug Court.
- Update records of defendants’ residences, employment, or other situations as needed.
- Collect and administer urine, breath or other samples for drug/alcohol testing and interpret test results and report the results to the court.
- Report violations of compliance and any non-compliance to the courts.
- Attend weekly Drug Court staffing and court sessions.
- Testify at court hearings regarding violations, policies, procedures or other issues as directed.
- Coordinate with other treatment providers and monitor attendance and compliance with all aspects of treatment.
- Monitor court-imposed sanctions and compliance.
- Identify and maintain contact information for local resources (i.e, mental health, drug rehabilitation, employment, housing, health insurance options, etc.)
- Make necessary referrals to external resources and documents attendance, etc.



- Coordinate participant services to avoid overlap or redundancy.
- Utilize appropriate boundaries and professionalism while working with a diverse population.
- Keep appropriate records and documentation as outlined in agency policies and procedures.
- Exhibit interest and motivation for maintaining and improving quality of service as well as own individual skills and professional development.
- Maintain professional conduct and ethical behavior as in NCHC's policies and procedures.
- Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.
- This position requires consistent high-speed internet and ability to be responsive to incoming communication, in all modalities,

Work Environment

Physical activity demands include regular requirements for standing, walking, lifting objects up to 25 pounds, and ability to use hands to control objects such as keyboards and telephones. Prolonged periods of sitting or standing at a desk and working on a computer. The position does not normally involve exposure to biohazards or other materials for which universal safety precautions apply. Reliable transportation to perform essential functions of the job and proof of automobile insurance coverage, per NCHC policy.

Special Qualifications

The North Country Health Consortium is a public health organization and, as such, employees are considered "essential employees" in circumstances when a state or federal "state of emergency" has been declared. Employees may be temporarily re-assigned or required to participate in public health activities in the community, as needed.

Other qualifications:

- Must have strong organizational and interpersonal skills, computer literacy and the ability to organize tasks and people.
- Must be able to perform job responsibilities under stressful conditions.
- Must have the ability to perform job description with minimal supervision.
- Ability to maintain confidentiality as indicated and in accordance with 42 CFR Part II and HIPAA.
- Microsoft office suite proficient (Word, Excel, Outlook email and calendar scheduling).
- Must have good observation and communication skills, both written and oral
- Must be able to act with personal, professional and behavioral integrity.
- Must demonstrate accountabilities for all actions.
- Must follow policies consistently.

Required Education and Experience



Education: Bachelor’s degree in Social Work, Criminal Justice, or related field; supplemented by one (1) year previous experience and/or training involving case management, law enforcement, probation, the criminal justice system, and procedures; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job; or any equivalent combination of experience and training which provides knowledge, skills and abilities necessary to perform the work.

EOE Statement

The North Country Health Consortium provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability, status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, or local laws.

Signatures: This job description has been approved by the following individuals.	
Manager:	Date:
Executive Director:	Date:
Employees signature below indicates the employee’s understanding of the requirements, essential functions, and duties of the position.	
Employee:	Date: