Worcester County Job Opportunities

DEPARTMENT: **CIRCUIT COURT- WORCESTER COUNTY**

JOB TITLE: **TREATMENT COURT CASE MANAGER**

COMPENSATION: **$60,000 TO $70,000 ANNUALLY***
***(*STARTING SALARY DEPENDS ON QUALIFICATIONS AND EXPERIENCE*)**

JOB LOCATION: **WORCESTER COUNTY COURT HOUSE, SNOW HILL, MD**

WORK SCHEDULE: **8:30 AM TO 4:30 PM, MONDAY TO FRIDAY**

APPLICATION PERIOD: **OPEN UNTIL FILLED**

TO APPLY: **OUR MAIN PAGE: WORCESTER COUNTY EMPLOYMENT**

JOB SUMMARY: The Worcester County Treatment Court Case Manager is responsible for assisting the Worcester County Treatment Court Coordinator and designated Treatment Court Judges with the operation of the Circuit & District Court Wellness Treatment Courts. This is an "at will" position and serves at the pleasure of the Court Administrator and County Administrative Judge. **Applicants are subject to a background check.**

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Works directly with the Treatment Court Coordinator in the management of the Treatment Court participants and the operations of the Treatment Court programs.
- Collects, coordinates, and tracks participant data and statistical information.
- Compiles reports as needed in a timely, professional manner for submission to the Treatment Court Coordinator, Judge, or Administrative Office of the Courts.
- Organizes the monthly drug testing schedule for all Treatment Court participants.
- Participates in team meetings and Treatment Court review hearings as scheduled.
- Serves as a liaison with the Treatment Court participants and the Treatment Court partnering agencies, documenting all contact.
- Conducts weekly case management meetings, to include, but not limited to, tracking participant progress regarding treatment attendance, employment verification, housing compliance, and community service completion.
- Attends meetings, as directed, as a representative for the Treatment Court programs on a local basis and attends Statewide meetings or trainings as directed.
- Completes program orientations for all participants and their families- both incarcerated and in the community.
- Completes program referrals for incarcerated inmates.
- Completes case management for incarcerated inmates- both for sanctions and during active sentence imposition.
- Facilitates referrals to partnering agencies regarding needs with transportation, mental health needs, substance use needs, physical health needs, housing services, education services, employment services, community service and/or other needs as assessed.
- Completed assigned tasks accurately and by established deadlines.
- Cross trains and backs up other staff as needed.

- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism.
- Complies with safety programs, procedures, training, fire drills, COOP plans, etc., and works safely.
- Knowledge of proper safety procedures and PPE utilization at all times to perform job-related duties.
- Ensures confidentiality of information and records and complies with record retention schedule.
- Adheres to, supports, and enforces Worcester County Government Personnel Rules & Regulations.
- Other duties as assigned by the County Administrative Judge, Treatment Court Judges, Court Administrator, or Treatment Court Coordinator.

QUALIFICATIONS AND SKILLS:

- Personable and flexible, with a commitment to working with treatment court participants who have chronic behavioral health disorders.
- Ability to communicate effectively, both orally and in writing, with the Treatment Court team and all partners as well as with the program participants.
- Ability to maintain a professional relationship with community organizations and service providers.
- Ability to set limits and give direction, including establishing trust and care for participants and their families while maintaining a professional distance.
- Proficient computer skills.
- Knowledge of community-based behavioral health treatment resources.

MINIMUM QUALIFICATIONS:

B.A. or B.S. degree in criminal justice, health administration, public health, social work, sociology, psychology, rehabilitation, or related field from an accredited university, with at least 3 years of experience (5 years preferred) working in an environment dealing with substance use disorders, behavioral health treatment, rehabilitation, monitoring, or counseling. Experience and knowledge of the operations of the District and Circuit Court systems of Maryland is preferred but not required. Must have a valid Maryland driver's license.

PHYSICAL REQUIREMENTS:

Must be able to effectively communicate and interact with other employees and the public through the use of the telephone, email, and personal contact. Physical ability to effectively use and operate various items of office-related equipment. Must have the ability to lift and carry stacks of court files.

ADDITIONAL INFORMATION:

This position is funded by a grant from the Maryland Administrative Office of the Courts and administered as a pass-through by Worcester County for the Circuit Court.

TO APPLY:

Applicants must apply online at Worcester County Employment with a cover letter, resume, or CV. Applicants can also send a completed Worcester County Employment application, cover letter, resume, or CV to tburkhead@worcestermd.gov

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at Worcester_Guide_2026.pdf

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 15 paid holidays in calendar year 2026.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a $1 for $1 match of employee's contributions up to a maximum of $1,500 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at Worcester_Guide_2026.pdf or call Human Resources at 410-632-0090.