

**SANTA CRUZ SUPERIOR COURT**  
**COUNTY OF SANTA CRUZ**



**JOB RECRUITMENT**

**Court Case Manager**

**APPLICATION DEADLINE:**

**September 17, 2021 at 5:00 pm**



### About the Position

The Superior Court of Santa Cruz County is seeking highly motivated and skilled applicants to establish an eligibility list to fill future vacancies for a full-time *Court Case Manager*. This is a unique opportunity to work in support of the *Collaborative Court Programs*. This position may be for a limited term connected to funding from available grants. Funding is currently in place until October 2023.

Applications, resumes, and answers to the supplemental questions must be received by 5 p.m. on September 17, 2021.

This position is supervised by the Superior Court's Collaborative Court Manager and may be assigned to one or more of the court programs within the Collaborative Justice System. The assignment may include Family Preservation Court, Reentry Court, Behavioral Health Court, Veteran's Court and/or a Court established to service dual diagnosis individuals. Recruitments to fill vacant case manager positions will likely be targeted for a particular court program and will look to match candidates who have skills, abilities and experiences that match the court program.

The Court Case Manager will interact routinely with Collaborative Court Staff and partners (Judges, Family and Children Services, Parole Agents, Probation officers, County Representatives, Deputy District Attorneys, Public Defenders, Community Treatment Providers and others) for the purposes of routing reports and providing referrals. The Court Case Manager will attend all treatment team and court sessions and will assist participants in adhering to their terms of parole or probation (if applicable, and/or the case plans that have been developed for them to follow while working towards rehabilitative goals, data collection, tracking reports and facilitating clinical discussion and court proceedings. The Court Case Manager will also be required to do assessments and case plans as need.

Incumbents perform professional program support work under directions, exercising substantial independent judgment within established policies, procedures and guidelines. Incumbents must be able to adapt to frequently changing assignment and must be able to respond appropriately to unusual or unexpected situations. Incumbents are often accountable for dealing effectively with a variety of participants and people with diverse socio-economic backgrounds, temperaments, and mental capabilities. They must also exercise discretion and maintain confidentiality of information.

### About the Court

It is the mission of the Superior Court of Santa Cruz County to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.



The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality service to the public. The court consists of 12 judges, one commissioner and approximately 130 employees, with an annual budget of more than 15 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

### About Santa Cruz



Santa Cruz County has 275,897 residents and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine 300 days a year. There are four incorporated cities within

Santa Cruz County: Santa Cruz, Watsonville, Scotts Valley and Capitola.

### Representative Duties

- Serves as a liaison between the California County Behavioral Health, County Family and Children's Services, County Probation and the Courts for the purposes of admitting/denying referrals to Collaborative Courts;
- Serves as liaison between participants and the Courts;
- Conduct screenings to determine an individual's appropriateness for Santa Cruz County Collaborative Courts, Substance Use Disorder (SUD) screenings for appropriate level of care and Biopsychosocial assessments as needed;
- Conducts program orientation with new participants, assists participants with questions and concerns about the program;
- Attends meetings and Court as needed
- Maintains data collection system for goals related to grants and team participants;
- Generates and distributes reports to the Treatment Team concerning participants current status;
- Generates and distributes case plans for participants;
- Assists in updating the Collaborative Court Policies and Procedures as needed;
- Organizes/coordinates training for Court, and other community partners;
- Assists in the preparation of grant reports and accounts for expenditure of funds;
- Cooperates effectively with justice system partners including social services, probation, medical care providers, and community partners;
- Helps coordinate the distribution of incentives to participants;
- Organizes the graduation ceremonies for those who have successfully completed the program;

- Prepares and conducts presentations to judges, criminal justice partners, and policymakers regarding program outcomes and program data;
- Conducts other duties as directed

### Requirements

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- One or more years of experience in human service activities; or any equivalent combination of training and experience
- Bachelor's or Master's degree in human services, social work, psychology or other related fields is highly desirable.
- Master level in human services, social work, psychology or other related fields preferred
- Bilingual preferred
- This is a highly mobile position with the incumbent routinely traveling between multiple locations using their own vehicle.

**License Requirement:** Possession of a valid California class C driver's license, or the ability to provide suitable transportation which is approved by the appointing authority.

**Background Investigation:** Fingerprinting is required.

### Necessary Knowledge

**Candidates for this position must have the following knowledge:**

- Knowledge of human behavior and signs and symptoms of substance use disorders and mental health needs. Specific knowledge necessary for working with people in the criminal justice system or child dependency system.
- Knowledge of the Code of Ethics for human services professionals
- Knowledge of the federal drug and alcohol confidentiality law (42 C.F.R. Part 2) and the Health Insurance Portability and Accountability Act (HIPAA)
- Knowledge of the criminal justice system or child dependency system
- Possess clinical skills to effectively engage participants
- Psychological and social aspects and characteristics of emotional disturbances and mental health and/or substance use disorders;
- Understanding of community resources;
- Clear understanding of SUD assessments and biopsychosocial assessments

**Candidates for this position must have the following abilities:**

- Prepare a variety of administrative and professional reports;
- Establish and maintain a variety of case notes, participant records, and other required documentation;
- Communicate effectively in both oral and written form, expressing complex and technical terminology and concepts in an understandable manner;
- Collaborate with multiple county and community agencies

- Learn agency's policies and procedures relative to participant support and treatment programs;
- Establish and maintain effective working relationship with those contracted in the performance of required duties;
- Learn to input and access data utilizing a computer; and
- Distinguish speech and non-speech sounds in noisy environments.

### Working Conditions

The work environment is generally clean inside buildings with limited exposure to dust, fumes, odors, and noise. Incumbent will be working under sometimes difficult and stressful conditions, with frequent deadlines and the expectation to produce high-quality work under limited time constraints; exposure to people who may be verbally or physically abusive, allergens such as perfumes and dust, and unpleasant odors. Periodic, regular, and/or occasional contact with employees in other court divisions, government agencies, the public and/or vendors that requires the ability to converse and respond appropriately to inquiries and requests. The ability to work independently as well as closely with others is required.

### Essential Functions

Specific tasks and duties may vary between assignments; however, the following are considered essential functions expected of the *Court Case Manager* classification:

- Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a video display terminal on a regular basis;
- Ability to listen to verbal requests from the public, colleagues, and supervisors then respond appropriately;
- Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to 20 lbs, such as: files, stacks of paper, reference books, and other materials;
- Frequent need to reach for items above and below desk level, sometimes with the assistance of a ladder or step-stool; and
- Standing and sitting for long periods of time is periodically required.

### Compensation and Benefits

The position of Collaborative Court Manager is paid according to the following salary range:

**\$2,687.31 to \$3,401.20/Bi-Weekly**

The Court offers a generous benefits package, which includes life insurance, a choice of health and dental plans, a vision plan, membership in the California Public Employees Retirement System (CalPERS), paid holidays and paid annual leave.

## Selection

Only those candidates who submit a completed application packet (application and resume) and who respond to the supplemental questions (see Page 7) by 5 p.m. on September 17, 2021, and who meet the minimum qualifications will be invited to the examination. If the Court receives many applications, it reserves the right to limit the size of the applicant pool by selecting only those most qualified to the examination. The Court reserves the right to use other screening methods for the purposes of this recruitment as appropriate.

## Application Materials

Applications are available on our website: <https://www.santacruz.courts.ca.gov/> (by clicking the link for "Employment"). For additional information, please email the Court at [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or call (831) 420-2275. The hearing impaired TDD# is (831) 429-5514. Application packets can be emailed to [hrinfo@santacruzcourt.org](mailto:hrinfo@santacruzcourt.org) or mailed to the following address:

Superior Court of California, County of Santa Cruz  
Human Resources Department  
701 Ocean Street, Room 110  
Santa Cruz, California 95060

### **The Court is an Equal Opportunity Employer**

Women, minorities and individuals with disabilities are encouraged to apply. To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

***The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.***

**\*\*\*Please remember to complete  
the supplemental questions on the next page.\*\*\***



## Supplemental Questions

Applicants for this position must complete the following supplemental questions in addition to submitting an application packet (application and resume). Your responses will help provide information about your experience and background related to this position and may be used in the selection process.

1. Please tell us how your education, job skills and experiences qualify you for this position.
2. What are some of the clinical & safety considerations you may need to keep in mind when working with families in the child dependency system?
3. What experiences do you have helping individuals to connect with community organizations and treatment providers in order to effectively combat substance use and/or mental health needs?
4. Please describe the important strategies/interventions associated with recovery and stability for individuals with co-occurring disorders.
5. Describe your experience working with multi-disciplinary teams and specifically, experience with Forensic partners, i.e. Courts, Social Workers, Probation, Law Enforcement and/or Corrections.

Please type or print your responses to the following questions. Please be concise and specific yet thorough enough to convey your capabilities. Please limit your responses to no more than four pages. Neatness, clarity of expression, and ability to follow instructions will be considered in the evaluation process.