



POSITION TITLE: Problem-Solving Court Case Manager
CLASSIFICATION: Non-Exempt
DEPARTMENT: Talbot County Circuit Court
WORK LOCATION: Easton, Maryland
POSITION REPORTING: Problem-Solving Court Coordinator
STARTING SALARY: Part-time position, \$30.00 hour
JOB TYPE: Part-time; 28 Hours per Week

SUMMARY:

The Problem-Solving Court (PSC) Case Manager, under the supervision of the PSC Coordinator, supports a collaborative, treatment-focused approach to reducing substance abuse and recidivism. This role provides direct case management to court participants, ensuring access to appropriate services and compliance with program requirements.

Key Responsibilities:

- Conduct intake assessments, drug testing, and risk/needs evaluations.
- Develop individualized case plans and coordinate referrals for treatment and ancillary services.
- Monitor participant progress, maintain accurate case records, and prepare timely reports for the court.
- Collaborate with the PSC team to apply incentives, sanctions, and support strategies that encourage compliance and recovery.
- Track program data to measure outcomes and assist in continuous improvement efforts.
- Build partnerships with community agencies for mental health, housing, education, and employment services.
- Educate stakeholders about PSC goals, eligibility, and best practices.
- Maintain strict confidentiality and adhere to all legal and ethical standards.
- Participate in meetings, training, and community events; assist with program development and grant support.



Qualifications:

- Flexible availability for a part-time, Monday–Friday court schedule.
- Strong organizational, time management, and record-keeping skills.
- Excellent written and verbal communication; attention to detail in grammar and documentation.
- Professional demeanor with strong interpersonal and customer service skills.
- Ability to multitask, work independently, and make sound decisions under pressure.
- Discreet and ethical in handling confidential information.
- Proficient in Microsoft Office, Outlook, and Windows; able to learn new case management software quickly.

Education and Experience:

- Requires an associate's degree or higher from an accredited college or university in criminal justice, social work, psychology, human services, public health, corrections, public administration, court administration, or related field
- Three years of experience with clinical or non-clinical case management involving social services, mental health, juvenile justice, or addiction services clients. Job-related experience may include project or program case management in the fields of addictions, human/family services, health services, public safety, law enforcement, corrections, or court management.
- Candidates must possess commensurate education, training, and/or experience demonstrating competence in the essential duties, knowledge, skills, and abilities.
- This position is non-clinical
- The position is grant-funded, and continued employment is contingent upon the availability of funds awarded each fiscal year

Individuals interested in applying for the Problem-Solving Court Case Manager position may do so by accessing the Talbot County Government website:
https://www.talbotcountymd.gov/job_openings

In addition to completing the online application, candidates must attach a current resume to the application to be considered for this position. Faxed copies or applications electronically submitted directly to an individual's email address will not be accepted.



Talbot County Circuit Court is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed.

COMMENTS

Employees must conform to applicable policies and safety rules.

This position is one within the Talbot County Civil Service System. An employee must serve a period of twelve months' probation during which he or she may be terminated without notice, cause, hearing or right of appeal.

This description lists the major duties and requirements of the job and is not all-inclusive