



Community Court Case Management Assistant

Unpaid Volunteer / Internship Position

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The **Community Court Case Management Assistant** functions as the liaison between the court, probation and community service providers to support immediacy of sanctions, accountability of offenders, and efficient monitoring of community service placements. The **Case Management Assistant** assists the Community Court Probation Counselor to identify social service needs, make appropriate linkages to identified services, and as appropriate, provide direct support to clients. The **Case Management Assistant** works with the Probation Counselor to advise the court regarding effective social service programs for defendants.

Essential Functions

- Develop a working knowledge of the Court Resource Center (CRC), community, and faith-based social services.
- Work a minimum of four hours per week in the CRC facilitating defendant linkages to DSHS, ADATSA, CO-STARS, housing, mental health, chemical dependency, employment, medical and other services as necessary.
- Facilitate referrals; follow up and supportive case management to all defendants in the Court Resource Center.
- Ability to work one-on-one with and perform assessments on defendants who may be in custody at the King County jail; or who arrive to court while in the custody of Court Marshals.
- Assist with defendant escort from jail to CRC for orientation.
- When required, testify in court regarding interaction with the defendant while conducting the assessment.
- Provide mandatory Resource Center Orientation to Community Court clients.
- Refer, track and ensure enrollment/completions at community service sites and social services.
- Make follow-up phone calls and when possible, direct contacts with defendants to ensure compliance.
- Report non-compliance to Community Court Probation Counselor.
- Assist with defendant transport as needed.
- Assist with data collection, develop TRACKER case plans/service plans, and develop reports.
- Assist with case file management from initiation to file closure.
- Attend weekly CRC staff meeting.
- Adhere to all policies, procedures and decorum of The Municipal Court of Seattle.

Required Employment Standards

- Must pass criminal background check.
- High School Diploma or GED and pursuing college-level studies.
- Available from 9 AM – 4 PM on Tuesdays, Wednesdays and Thursdays to perform required assignments.
- Ability to maintain sensitive and confidential information.

Preferred Employment Standards

- Twenty (20) hours per week and a minimum six month commitment, non-negotiable.
- Ability to work under pressure and handle changing workloads and assignments.
- Effective communication skills both written and oral.
- Effective at planning, organization and establishing priorities.
- Knowledge of word-processing (Word), database (Access), and spreadsheet (Excel) applications helpful
- Ability to deal with emotionally distraught clientele on a daily basis with compassion and active listening.