

# Uintah County

## Job Description



<b>Title:</b>	Case Manager/Testing Technician	<b>Code:</b>	316
<b>Division:</b>	Drug Court	<b>Effective Date:</b>	8/10
<b>Department:</b>	Attorney	<b>Last Revised:</b>	8/10
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	17

### GENERAL PURPOSE

Performs a variety of **working level technical, professional and administrative** tasks necessary to supervise participants in the County drug court program, and assure compliance with drug court rules. Observes, preserves and maintains proper chain of custody of breath, urine, and/or saliva samples and tests the same for the presence of substances or masking agents. This position is partially funded by grants and will be dependent upon receipt of those grants.

### SUPERVISION RECEIVED

Works under the general direction of the County Attorney and/or Office.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Supervises drug court participants.

Performs initial client intake, and discuss all drug court rules with participants.

Verifies participants' compliance with community service which has been ordered by the court. Coordinates with community service providers in the community to expand community service opportunities.

Verifies participants' compliance with 12 step meeting attendance.

Attends pre-drug court meetings and discuss each participant's compliance or violation of the drug court rules.

Prepares written report for the court for each drug court session. This report will outline participants' compliance with drug court rules, completion of sanctions imposed by the court and participants' attendance at mandatory counseling and meetings.

When necessary, assist other case manager(s) with home and employment visits.

Maintains and updates telephone call in system for random urine screening.

Generates participant cards; observes same gender participants providing urine samples.

Trains others on proper procedures for observing and preserving urine samples.

Maintains existing computer data base on testing requirements for each participant, including fee balances; distributes test results and send reports to case managers, treatment providers, drug court administrators and any other agency representative who is entitled to receive results, as directed by supervisory personnel.

Notifies and educates all interested parties of compliance or non compliance with testing requirements.

Prepares and sends positive tests for confirmation, ensuring that proper chain of custody is maintained. Ensure that testing is done in a timely manner.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
  - A. Graduation from high school;
  - AND
  - B. One (1) year of experience using general office computer system.
- 2. Knowledge, Skills, and Abilities:

**Some Knowledge of** computers, including e-mail programs, word processing, databases and spreadsheets. Must understand the rules and requirements of the drug court program.

**Skill in** the use of testing equipment and software, including both urine and saliva testing equipment.

**Ability to** quickly learn how to operate medical grade testing equipment; distribute test results in a timely manner as specified; follow complex instructions; work under stressful working conditions created by strict time frames; manage angry individuals and unpleasant situations; communicate effectively, verbally and in writing; develop effective working relationships with co-workers, appointed officials, professionals, and the public.

- 3. Special Qualifications:  
None.

- 4. Work Environment:

Workers in this position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity is required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)