



JOB VACANCY

December 20, 2016

Forensic Case Manager

Location: Kew Gardens, Queens, NY 11415

DESCRIPTION: EAC Network seeks a Forensic Case Manager to work full time for its Queens Treatment Alternatives for Safer Communities (TASC/Mental Health) program. The Forensic Case Manager is responsible for court liaison, assessment and referral of mentally ill persons involved in the criminal justice system into appropriate treatment programs, and management of a caseload. Position is Monday-Friday 9:00AM-5:00PM with excellent benefits medical/dental/401K and very generous Paid Time Off plan (PTO). All qualified applicants will be afforded equal opportunities without discrimination because of race, color, religion, national origin, marital status, sex, age, sexual orientation, gender identity, disability, or protected veteran status. EAC is an EOE.

Candidates are encouraged to view agency Web site at www.eac-network.org

QUALIFICATIONS:

- ◆ Associate degree in a helping profession and at least 2 years of prior experience working in intervention programs with criminal justice involved participants. Bachelor's degree preferred.
- ◆ Education and/or experience in mental health, substance abuse and/or criminal justice needed.
- ◆ Must have knowledge of treatment programs and local criminal justice systems and the ability to work cooperatively.
- ◆ Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to perform work assignments.

RESPONSIBILITIES:

- ◆ Responsible for assessment, referral and case management of substance abusers/mentally ill individuals involved in the Criminal Justice System into appropriate treatment programs.
- ◆ Maintain client records, review, prepare and present reports to the criminal justice system and funding sources.
- ◆ May need to escort clients to treatment facilities.
- ◆ Maintain a caseload of offenders.
- ◆ Make appropriate and timely site visits to treatment agencies.
- ◆ Conduct drug testing on clients of the Program.

HOW TO APPLY:

E-mail resume/cover letter to: employment@eacinc.org