

DISTRICT ATTORNEY'S OFFICE
Helping Montgomery Families Initiative- Job Description

Job Title:	Case Officer I
Position:	Exempt
Normal Work Schedule:	M-F 8 a.m.- 5p.m. Hours May Vary
Full Time	
Immediate Supervisor:	Program Supervisor
Position Titles supervised by this Position:	None

MINIMUM REQUIREMENTS

A bachelor's degree from an accredited college in criminal justice, social work, psychology or a related field. The applicant must have organizational skills and proficiency in various computer software applications; ability to communicate effectively orally and in writing with a culturally and educationally diverse population; ability to prepare comprehensive reports in a prescribed manner and time frame; ability to develop and maintain relationships with families, partners, community resources and multi-disciplinary team.

Must exhibit high degree of professionalism and maintain confidentiality in compliance with HIPPA, FERPA, and other relevant regulations. Applicants must pass criminal background check and have a valid Alabama driver's license, acceptable driving record and reliable transportation.

JOB DUTIES

- Conduct home and school visits for completing an assessment utilizing the North Carolina Family Assessment Scale
- Develop an initial draft of the assessment summary
- Submit initial assessment summary to the Program Supervisor for review and discussion of interventions
- Present the case to the multi-disciplinary team (MDT) for additional interventions
- Develop of an Individualized Intervention Plan (IIP)
- Work with families, school officials, service providers, and other community resources to coordinate services, implement IIP and monitor compliance
- Provide intervention and assistance as necessary to youth and families
- Document all contacts with the families, school officials and service providers
- Track and monitor youth assigned to caseload
- Prepare written correspondence, forms and reports as directed
- Report all incidents that place youth at risk of harm to Supervisor
- Performs other duties as assigned

Send resume and cover letter by January 23, 2025, to:

Montgomery County District Attorney's Office
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