



POSITION VACANCY ANNOUNCEMENT

Position: Case Manager (FT)
Starting Salary: \$19.53/hour
Posting Date: September 25, 2026

Department: Mental Health Court
FLSA Status: Non-Exempt
Closing Date: October 9, 2026

Job Summary:

This position is responsible for providing comprehensive supervision and case management for assigned court cases.

Major Duties:

- Conducts interviews and assessments with potential program participants.
- Enters treatment notes into database.
- Manages and updates case plans.
- Establishes and maintains communication with other agencies.
- Reviews and enters surveillance notes.
- Attends court hearings.
- Processes monthly fees and payments.
- Reviews and updates court reports.
- Monitors participants' progress through all phases of the program.
- Types court orders.
- Performs drug screens.
- Attends and participates in team meetings.
- Records court proceedings.
- Assists Director in training and supervising volunteers and interns.
- Performs other related duties as required for the efficient operations of the department.

Minimum Qualifications:

- Possession of a high school diploma or equivalent.
- One to two years of experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.