

MAINE PRETRIAL SERVICES, INC

*Androscoggin-Aroostook-Cumberland-Franklin-Hancock-Kennebec-Knox
Lincoln-Oxford-Penobscot-Sagadahoc-Waldo-Washington-York Counties*

Job Title: Treatment & Recovery Court Case Manager

Reports to: *Treatment & Recovery Court Supervisor and Treatment & Recovery Court Director*

New Version: *09/10/2026*

Job Summary: Maine Pretrial Services, Inc. (MPS) will commit its resources to agency Case Manager(s). MPS will provide education, orientation, training, and expertise regarding Treatment & Recovery Court case management services to Case Manager(s). The case manager shall have knowledge of criminal justice issues and substance use/co-occurring issues and shall commit to best practices for case management.

Supervisory Responsibilities:

- Not applicable

Duties and Responsibilities:

- Identify pretrial detainees and probation violators eligible for application to the Treatment & Recovery Court through coordination with pretrial staff, district attorney's offices, defense bar, courts, jails, other institutions, and the local community treatment and resource providers.
- Accept and process all referrals submitted to the TRC for application and notify all TRC team members of the referral.
- Verify if counsel is assigned to eligible defendant, assist counsel and defendant in navigating the referral process, work with counsel to ascertain defendant's interests in TRC.
- Perform criminal history checks using all resources available, including but not limited to arrest data, NCIC, SBI, District and Superior Court records, and probation records
- Interview defendants to assess eligibility, risk, and need using various evidenced based methods and tools such as motivational interviewing, AC-OK screening, TCU II, Mental Health Screening III, MPRAI, ODARA, LSI-R and LSI-SV.
- Execute releases of information with every participant as needed
- Comply with Federal and State laws and agency policy regarding participant confidentiality
- Verify all participant reported information by at least one viable and credible source
- Conduct investigations, exploring and verifying information gained during the participant interview speaking with but not limited to family, friends, employers, educators, treatment and medical providers, law enforcement, probation, district attorney's and jail staff
- Refer candidates to designated treatment providers for comprehensive assessments
- Provide information to the ATC Team in the form of a presentation for each participant for consideration for acceptance
- Develop recommendations for the Court for the setting of bail, including written contracts for supervised release for review by district attorney, defense counsel, court and if applicable, probation officers
- Supervise compliance with release contracts, including preparation of revocation documents for non-compliance by participants
- Establish and maintain a reporting procedure for participants that consists of, at a minimum, one time per week, in person meeting to discuss progress made on case plan AND compliance with conditions

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- Utilize tools such as the LSI-R to implement a case plan addressing needs for each participant accepted into the Court
- Perform various case management tasks, including but not limited to assistance with MaineCare, referrals to housing, education, employment, training, substance abuse, mental health, and medical treatment
- Perform random drug and alcohol tests by way of a random color system considering risk of recidivism and risk of substance abuse
- Adhere to NADCP National Best Practice Standards Vols. I and II.
- Jointly monitor with probation the progress of participants on probation and exchange information regularly with probation.
- Notify Probation immediately following participant's violation if the participant is on probation
- Obtain certification for drug testing through Redwood Toxicology
- Obtain certification through MPS drug testing training/certification, with score of 100%
- Perform random home visits to participants while accompanied by law enforcement
- Provide weekly Court Team agendas and written updates on each participant for discussion
- Maintain regular communication with the Clerk of Courts to manage the court docket, transportation of in custody participants and scheduling of admissions/termination hearings
- Maintain and coordinate a tangible reward system using an evidence-based practice and donations solicited from the local area
- Execute documents and maintain files in accordance with agency policy
- Document every event as it pertains to bail compliance and overall supervision of each participant
- Enter and maintain data in the AIMS management information system on a regular basis for the purpose of program evaluation and research
- Utilize Reconnect applications appropriately and effectively, to assist participants with push notifications, only utilizing location monitoring if expressly court ordered
- Attend all TRC and agency staff trainings and meetings.
- Attend all appropriate criminal justice and treatment meetings and participate in appropriate sub-committees
- Network with other agencies and providers of services necessary to the provision of ATC services
- Report weekly to the Treatment & Recovery Court Supervisor and Treatment & Recovery Court Director

Required Skills:

- In-depth knowledge of Maine's criminal justice system and the Maine Bail Code.
- Strong oral and written communication skills.
- Strong listening skills.
- Strong computer literacy skills (MS Office).
- Effective problem-solving skills.

Education and Experience:

- Bachelor of Arts degree
- Associate degree and at least one year's full-time criminal justice experience

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Physical Requirements:

- This position is situated in an office environment.
- Regularly required to sit, walk, bend, and stand.
- Sitting 75%, Standing 10%, Walking 10%, Bending 5%
- Expected to effectively communicate in person, on phone, and via email and other electronic devices on a continual and repetitive basis.

Geographic Scope:

This position will serve an assigned geographic area as specified in hiring. Specifically, either county service in the county where the treatment court is located, or if serving multiple courts, as described in hiring.

Travel will be required in multiple court service positions.

JOB DESCRIPTION ACKNOWLEDGEMENT

Employee Name

Employee Signature / Date

I acknowledge that I have received this position description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.