

**GEORGETOWN COUNTY
SHERIFF'S OFFICE**

**JOB TITLE: PROGRAM CASE MANAGER
(LEAD) LAW ENFORCEMENT ASSISTED DIVERSION PROGRAM**

GENERAL STATEMENT OF JOB

Law Enforcement Assisted Diversion (LEAD) is a community based public safety partnership with other community programs that strives to reduce police contacts and chronic criminal law violations. LEAD is a noncoercive program that diverts eligible individuals who have encounters with law enforcement, and who are in need due to poverty, mental health issues and/or substance use disorder.

The selected individual performs a variety of case management activities within the GCSO Law Enforcement Assisted Diversion Program to ensure that clients receive the appropriate services.

ESSENTIAL JOB FUNCTIONS

- Meet with participants following program-eligibility determination to prepare referrals and inter-agency collaborative efforts. Participates in team meetings and presents information obtained through the outreach, screening, and assessment process.
- Coordinates access to external services including primary healthcare providers, vocational services, and other services within the community.
- Assists participants with ongoing treatment and/or recovery needs as they arise, including but not limited to ongoing community referrals, regularly scheduled appointments (in person or via phone), etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of substance use disorders and treatment modalities.
- Knowledge of the principles and practices of client care.
- Ability to establish and maintain effective working relationships with clients, staff, and referral agencies.
- Good communication and listening skills.
- Ability to handle crisis situations, resolve conflict, and manage confrontation.

REQUIRED TRAINING AND EXPERIENCE

- Bachelors degree in a human service area and a minimum of two year's prior work experience with the target population.
- Valid South Carolina Driver's License
- Proficiency in Microsoft Office applications.