

# **Kanawha County Day Report Center**

900 Christopher Street  
Charleston, West Virginia 25301  
Phone: (304) 357-0387 Fax: (304) 357-0726

May 27, 2025

## **Job Description for Drug Court Case Manager**

- A two-year or four-year degree in either of the following: social work, criminal justice, psychology, counseling, or corrections and/or work experience with addiction treatment is preferred degree in related field or experience preferred.
- Salary starting at \$39,000 and after six months, probation period increased to \$40,000 per year. With county benefits
- Assisting the Director of Day Report as needed to facilitate the daily operation of both Day Report and Drug Court.
- Proficient in Microsoft Word, Excel, PowerPoint.
- Responsible for daily supervision of clients to be reported to the coordinator.
- Administer drug screens to drug court participants. Per state standards.
- Initiate all current and new paperwork to participants along with rules and expectations.
- Create daily schedules for drug court participants.
- Maintain daily, weekly, and bi-weekly participant drug screening logs.
- Inputting client progress notes and updated information into online judiciary system (OCMS.)
- Weekly briefings with judicial and other drug court officials regarding participant's progress, issues, or other notable instances.
- Assists with educational classes for participants.
- Supervise participants at community service events and any other events as required.
- General office duties such as answering telephone calls, printing documents, setting up case files, and welcoming new participants.

Please send resumes to Mark Kinder, Director, at [Markkinder@kanawha.us](mailto:Markkinder@kanawha.us)  
Or mail to Mark Kinder, Director, 900 Christopher Street, Charleston, WV 25301.