

POSITION DESCRIPTION
Boone County Community Corrections

POSITION: Case Manager
DEPARTMENT: Community Corrections
WORK SCHEDULE: As assigned

DATE WRITTEN: October 2009
Time

STATUS: Full

DATE REVISED: 01/2018

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Case Manager for Community Corrections is responsible for developing case plans for program participants, and monitoring and documenting compliance.

DUTIES:

Develops individual case plans for program participants using the IRAS, intake documents, conducting the SALCE assessment, identifying and coordinating appropriate services, explaining rules, regulations and expectations.

Refers participants to programs based on the assessed needs that use evidence-based practices. Models pro-social behavior and uses evidence-based methods of communication and interaction with offenders.

Monitors participant compliance with case plans, including visiting/monitoring/documenting home/job/activity sites, conducting investigations, reporting violations, and maintaining various document and computer files.

Maintains current and accurate case files and enters IRAS and other documentation promptly.

Serves as liaison between participants and service providers, including explaining program policies, answering questions, and resolving problems.

Searches participants for contraband according to prescribed procedures, and tests for illegal drugs and alcohol, including collecting urine samples and operating alcosensor.

Assists with participant intake, including completing required forms, explaining program rules and contract terms.

Attends all required trainings, obtains certifications, and teaches program classes as directed.

Prepares and files various documents with the court identifying the program participant's progress or lack thereof and testifies in court proceedings.

Periodically performs duties of other department personnel in their absence or as needed and maintains a working knowledge of the procedures of each program component.

Maintains current knowledge of applicable local, state, and federal rules/regulations, new developments, technology and trends in the field of community corrections by reading professional publications and periodically attending training/seminars/conferences.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in criminal justice, social service, or related area, or equivalent combination of education and experience.

Possession of or ability to obtain required certifications/training within time specified by department. . (CSAMS)

Working knowledge of and ability to make practical application of local, state, and federal regulations and standard policies, procedures and legal terminology of the department and the criminal justice system. The ability to develop and implement appropriate case plans for participants and their families, including assessing needs, monitoring activities, maintaining documentation, and completing reports as required.

Working knowledge of available social service providers, and ability to coordinate appropriate services for participants and their families.

Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, program participants and their families, social service providers, and employers, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Working knowledge of and ability to follow personnel policies and work rules of the employer/ department, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand and follow written and oral instructions from supervisor, and appropriately respond to constructive criticism.

Ability to properly use all assigned equipment, including electronic monitoring equipment, alcosensor, and OC spray.

Ability to properly use various department equipment, including computer, printer, copier, fax machine, and cellular telephone.

Ability to deal swiftly, rationally and decisively with potentially violent individuals, and de-escalate volatile situations by means of conversation/negotiation as situations demand.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers.

Ability to work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to occasionally work extended and/or weekend hours, and occasionally travel out of town for training, sometimes overnight.

Ability to serve on 24-hour call for emergencies.

Possession of a valid Indiana driver's license and demonstrate a safe driving record.

II. RESPONSIBILITY:

Case Manager applies standardized practices to individual cases, referring unusual/unprecedented situations to supervisor as required. Case Manager receives indirect or occasional supervision, with work primarily reviewed for compliance with department policies and legal requirements.

III. PERSONAL WORK RELATIONSHIPS:

Case Manager maintains frequent communication with co-workers, other County departments, program participants and their families, social service providers, and employers, for purposes of exchanging information, explaining policies and procedures, and providing supervision and counseling.

Case Manager reports directly to the Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Case Manager performs duties in an office environment, in a correctional facility, at job and activity sites, and driving a vehicle, involving sitting and walking at will, pushing/pulling/lifting/carrying objects weighing under 25 pounds, speaking clearly, keyboarding, hearing communication, depth and color perception, close and far vision, handling/grasping/fingering objects, and exposure to potentially violent/hostile program participants.

Case Manager occasionally works extended and/or weekend hours, and occasionally travels out of town for training, sometimes overnight.

APPLICANT\EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Case Manager for Community Corrections describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job 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.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes___ No___

Applicant/employee signature

Date