

**POSITION DESCRIPTION
COUNTY OF HANCOCK, INDIANA**

POSITION: Case Manager
DEPARTMENT: Community Corrections
WORK SCHEDULE: As scheduled
JOB CATERGORY: COMOT (Computer, Office Machine Operations, Technician)

DATE WRITTEN: February 2016 **STATUS:** Full-time
DATE REVISED: August 2020 **FLSA STATUS:** Non-exempt

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. Hancock County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Case Manager for Hancock County Community Corrections, responsible for developing treatment plans for program participants and monitoring and documenting compliance and non-compliance.

DUTIES:

Develops individual treatment plans for participants, including reviewing intake documents, conducting assessments, identifying and coordinating appropriate services, explaining rules, regulations and expectations, providing counseling and conducting exit assessments.

Monitors participants compliance with treatment plans and maintaining various documents and computer files. Prepares detailed reports for participants as needed.

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

Tests for illegal drugs and alcohol, including collecting urine samples and operating Alco sensor.

Maintains current and accurate case files.

Prepares and files various documents with the Court, identifying participants' progress and testifies in Court proceedings.

Periodically performs duties of other department personnel in their absence as needed.

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

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High School diploma or GED.

Must be at least 21 years of age.

Possession of or ability to obtain required certifications and training.

Working knowledge of and ability to make practical application of local, state and federal regulations and standard policies and legal terminology of the department and criminal justice system.

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

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports as required.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files and records.

Ability to develop and implement appropriate treatment plans for participants and their families if needed, including assessing needs, monitoring activities, providing counseling, maintaining documentation, and completing reports as required.

Ability to properly operate standard office equipment and assigned department equipment, including but not limited to, computer, fax machine, vehicle, copier, telephone, and Alco sensor.

Ability to effectively interview individuals, assess skills/abilities, coordinate schedules, and assist individuals in obtaining gainful employment.

Ability to effectively communicate orally and in writing with co-workers, other County Departments, program participants and their families, social service providers, employers, and the public, including being sensitive to professional ethics, gender, culture, diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences in data and people, compile, collate or classify data, analyze and evaluate data, coordinate and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to apply knowledge of people and/or locations, and occasionally plan and layout assigned work projects.

Ability to perform arithmetic calculations.

Ability to occasionally testify in legal proceedings/court as required.

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

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

II. RESPONSIBILITY

Incumbent performs duties according to flexible, customary routine with work priorities and schedules primarily determined by supervisor and/or service needs of the public. Assignments are set by following standard operating procedures or policy and procedural manuals. On rare occasions, decisions are made in the absence of specific policies and/or guidelines from supervisor. Error in work are primarily detected or prevented through procedural safeguards and regular audits. Undetected errors could result in loss of time to correct error.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other County departments, program participants and their families, social service providers, employers and the public for purposes of exchanging/explaining/verifying information, maintaining cooperative work relationships, and resolving problems.

Incumbent reports directly to Executive Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office environment within a Jail/Confinement Center, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, keyboarding, close/far vision, depth perception, speaking clearly, and hearing sounds/communications. Incumbent may work evening hours, and 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 Hancock County 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