



LAKE COUNTY COMMUNITY CORRECTIONS POSITION DESCRIPTION

POSITION TITLE: Case Manager

REPORTS TO: Placement Coordinator

DUTIES OF THE POSITION: This position supervises short-term participants and works closely with the Lake County Courts. Pretrial case manager is responsible for tracking conditions of release and providing regular progress reports to the referring court. Responsible for communicating with various service providers, ensure participants are meeting court ordered obligations, document drug test results and enter progress notes. The case manager will communicate with the courts and testify whenever necessary.

Essential Duties/Responsibilities:

A. Case Management

- Conduct IRAS-PAT assessments on all participants at intake.
- Intake and discharge participants pursuant to court order.
- Refer to necessary treatment/service providers per court order or by request of participant.
- Assist participants by assisting them with scheduling appointments, arranging transportation or providing other support.
- Consult and meet with service providers regarding participant progress of medical, psychological, mental health treatment, counseling etc.
- Determine the frequency of drug testing.
- Meet with participants for regularly scheduled meetings to discuss progress and provide ongoing feedback.
- Monitor participants to ensure compliance with program rules.
- Prepare and submit participant progress reports to the courts prior to the next scheduled court hearing.
- Meet with participant's family and support groups if applicable.
- Ensure participant fees are paid.
- Conduct exit interviews of all discharged participants and refer to follow-up services as necessary or requested, and prepare release/discharge reports.
- Perform data entry of participant relating to schedules.
- Collect and compile data and submit reports as required by your supervisor.
- Apply internal incentives and sanctions for compliant/non-compliant behavior.
- Utilize cognitive behavioral strategies and motivational interviewing techniques.
- Identify and reinforce participant prosocial attitudes and beliefs.
- Teach problem-solving skills using practice sessions to enhance skill building.
- Participate in peer review.
- Serve as liaison with all community-based organizations and service providers.
- Must be on call 24 hours a day.

B. Equipment Maintenance

- If applicable, work with electronic monitoring vendor to ensure schedules are entered and accurate.
- Review participant's movement and activities.
- Make recommendations regarding the reliability of electronic equipment and whether any problems occur in supervising offenders.

- Report any damage or concerns to the electronic monitoring vendor and supervisor.

C. Other

- Continuously seek innovative ways to improve agency operations.
- Attend and participate in professional development opportunities/training as directed by Executive Director.
- Any other tasks assigned by your supervisor or executive staff.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's degree from an accredited university with a concentration in human services or criminal justice with two years related experience in human services or behavioral change fields preferred. In lieu of bachelor's degree, 10 years related experience may be considered.
- Certification in IRAS, Effective Communication and Motivational Strategies (ECMS) and Thinking for a Change (T4C) preferred.
- Must maintain a current CPR/AED certification.
- Proficiency in computer data input.
- Ability to maintain flexible work hours, to be called to work on very short notice and to work under changing priorities.
- Ability to work with staff and offenders of diverse backgrounds.
- Willingness to travel, attend overnight events and work non-traditional hours as needed.
- Willingness to assist in areas outside of regular job duties, including temporary transfer of position.
- Ability to handle stressful situations.
- Must maintain a high degree of professionalism and confidentiality.
- Must possess valid Indiana driver's license.

ADA REQUIREMENTS:

- **Lifting:** must be able to lift/move 25 lbs.
- **Walking:** must be able to walk sufficiently to carry out tasks (i.e., emergency response, care of environment).
- **Grasping/Dexterity:** must have sufficient dexterity to carry out tasks (i.e., emergency response, care of environment).
- **Standing:** must be able to stand for sustained periods of time, at least 1 hour.
- **Sitting:** must be able to sit for sustained periods of time, at least 2 hours.
- **Talking:** must be able to express ideas by means of spoken word in a manner that can convey detail to coworkers, participants and the public.
- **Hearing:** must be able to receive detailed information through oral communication. Also must be able to hear and respond to participant or staff and hear safety alarms.
- **Repetitive Motion:** must have substantial range of motion and coordination in limbs so as to respond to safety needs as well as usual clerical and participant needs.
- **Cognitive:** must have the ability to plan and perform activities related to this position, to understand policies and procedures and implement such in a manner that demonstrates good judgement, to work independently, to modify work appropriately, to respond to changes in priorities and meet high level intellectual, mental and cognitive demands.

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.

ADOPTED: _____

EMPLOYEE SIGNATURE: _____

(Date)