

Case Manager

Position Description

Position Title	Case Manger
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A. JOB LOCATION <input type="checkbox"/> Jackson County <input type="checkbox"/> Jennings County
B. JOB SUMMARY Primary function of the job is to assess criminal risk, create a Case Plan based on assessed risk, and work the Case Plan with the client to complete Court required sentence(s).
C. DIRECT REPORT – Line of Authority <ul style="list-style-type: none">• Case Manager reports to the Case Manger Team Leader• Case Manager works with clients in a team context
D. QUALIFICATIONS (minimum requirements) Education <ul style="list-style-type: none">• Bachelor's Degree from an accredited college or university Experience <ul style="list-style-type: none">• Preferred: Two to four years directly related experience in an evidence based work environment Knowledge (Working, General, Thorough, Comprehensive) <ul style="list-style-type: none">• Working knowledge of standard computer software programs• Working knowledge of community supervision protocols• Thorough knowledge of confidentiality principles• Working knowledge of EBPs Skills/Abilities <ul style="list-style-type: none">• Advanced verbal skills, both written and oral.• Ability to manage tasks and control time productivity• Ability to complete detail specific tasks and assignments.
E. Duties and Responsibilities
EVIDENCE BASED PRACTICES Case Managers will work in an EBPs environment and secure certifications in EBPs programming as required. Assessment 20% Case Managers will assess clients using the IRAS tool. All IRAS scores will be documented per agency and state standards. Additional assessments may also be utilized such as Criminal Thinking, Deception, Readiness to Change, SUDS, etc. Case Planning 20% Case Managers will develop a Case Plan in partnership with the client. This Case Plan will consider risk, criminogenic needs, protective factors, triggers, and drivers, to develop a client specific plan. The Case Plan will include specific goals and measures of success. Each Case Plan will...Translate the results of assessments Provide appropriate Supervision/interventions Will Target criminogenic needs Will utilize evidence-based interventions

Will include intentional incentives and consequences

Case Management 50%

Case Managers will use the EPICS format for all Case Management sessions. This process follows the Check In, Review, Intervention, Homework format. Case Management is the key program element in Community Supervision so it is essential that it is completed with fidelity to EBPs. Keeping detailed records is a priority requirement for effective Case management.

Team Development 10%

Case Managers will work individually with their clients, and collectively with their team in training, staffing, and program development. The ability to work with a team is critical to Case Manager success.

STATUS: Full-time

FLSA STATUS: Exempt