

  
**Job Description:****DeKalb County****Community Corrections****POSITION:**

Case Manager

**DEPARTMENT:**

DeKalb County Community Corrections (DCCC)

An Equal Opportunity Employer

**STATUS:**

Full Time- Non-Exempt

**SALARY:**

\$19-\$19.78/Hour

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. DeKalb County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship. Incumbent serves as Case Manager for the Community Corrections Department, responsible for planning and providing case management services.

**Requirements :****Bachelor's degree in social services or related field.**

1. Must model Pro-Social behavior at all times and in all places.
2. Possession of or ability to obtain required certifications/training, including Moral Reconciliation Therapy (MRT), Youth Assessment Screening Instrument (YASI), and Indiana Youth Risk Assessment (IRAS).
3. Ability to meet all departmental hiring requirements, including passage of a drug test and Indiana Department of Child Services substantiated cases check.
4. Working knowledge of and ability to use a variety of computer software utilized by department, including Microsoft Word, Excel, and Outlook.
5. Working knowledge of standard English grammar, spelling, and punctuation and ability to type with speed and accuracy and prepare reports.
6. Ability to effectively communicate orally and in writing with co-workers, other County departments, participants, court personnel, outside agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
7. Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.
8. Ability to use standard office equipment including computer, copier, calculator, fax machine, copier, scanner, telephone, and vehicle.
9. Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.
10. Ability to comply with all employer/department personnel policies and work rules including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
11. Ability to make simple arithmetic calculations and compute charges.
12. Ability to compile, collate, or classify data.
13. Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
14. Ability to work alone with minimum supervision and with others in a team environment.
15. Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.
16. Ability to apply knowledge of people and locations.
17. Ability to occasionally work extended hours and weekends.
18. Possession of a valid driver's license and demonstrated safe driving record.

**Responsibilities:**

Incumbent performs standardized duties with work priorities primarily determined by a flexible, customary routine. Assignments are guided by definite objectives using a variety of methods or procedures. Incumbent has moderate flexibility in the job. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors are primarily detected through procedural safeguards.

**Personal Work Relationships:** Incumbent maintains frequent contact with co-workers, other County departments, participants, court personnel, outside agencies, and the public for purpose of giving and receiving information.

**Duties:**

1. Uses principles of evidence based practices as a guide in interactions with program participants and maintains a safe, respectful environment.
2. Plans and provides program services, case management services, training in activities of daily living, and crisis intervention and consultation based on evidence based practices.
3. Implements and facilitates participant education programs. Implements programs that will achieve agency's mission.
4. Investigates and develops new programs to fit the needs of participants, including but not limited to, job placement, substance abuse, and cognitive behavioral therapy.
5. Monitors compliance of program rules and special conditions ordered by the court.
6. Completes program participant intakes. Maintains current, accurate case files, including classifying participants according to risk based on IRAS results, recording defendant's behavior and compliance with court's order.
7. Conducts assessments and prepares case plans.
8. Documents all violations and processes them accordingly.
9. Collects drug screens and maintains drug screen records.
10. Maintains contact with outside agencies to review participant's progress/attendance with agency.
11. Forwards termination reports to referral source.
12. Acts as referral agent for employment and/or continuing education.
13. Collaborate on cases with Probation Officers, Prosecutor, law enforcement, and Community Corrections staff, as needed.
14. Assists in preparing statistical and other reports, as required.
15. May act as a member of the Continuous Quality Assurance Committee, at the direction of the Director of Intervention Services.
16. Testifies in court, as needed.
17. Attends weekly staffing meetings.
18. Responds to emergencies on a 24-hour basis.
19. Performs related duties as assigned.

**Physical Effort and Work Environment:** Incumbent performs a majority of duties in a standard office environment and vehicle, involving sitting for long periods, standing/walking at will, keyboarding, lifting/carrying objects weighing under 25 pounds, crouching/kneeling, bending/reaching, driving, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to potentially irate/hostile individuals. Incumbent occasionally works extended hours and weekends.

Hours are typically 8:00 a.m. – 4:00 p.m. except Wednesday which is 12 p.m. – 8:00 p.m. with 1 hour unpaid lunch; 35 hours per week; overtime as required.

This position is offered a comprehensive and competitive benefits package, which includes:

- Competitive pay – DOE
- Medical, dental, vision and more
- Retirement plans
- Paid time off and holidays
- Direct Deposit

**\*\*All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.**

**Please provide:**

**Cover Letter and Resume**

**ASAP, to:**

Michelle Fosnaugh, Executive Director  
DeKalb County Community Corrections  
1000 Potter Drive, P.O. Box 6049  
Auburn, IN 46706

Fax: (260) 927-4779 or [humanresources@co.dekalb.in.us](mailto:humanresources@co.dekalb.in.us)

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

This job description describes the duties and responsibilities for employment in this position. I acknowledge I have received this job description, and understand that this is not a contract of employment. This job description does not grant an entitlement or an expectation of employment or continued employment. This job description does not create a property interests or a contract, expressed or implied, guaranteeing employment or employment for any specific duration. All Community Corrections employees are and will remain at will. The employee or DeKalb County Community Corrections may terminate the employee relationship at any time, for any reason, with or without cause or notice. 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