

Carroll County Community Corrections

POSITION DESCRIPTION

COUNTY OF CARROLL, INDIANA

Position: Community Corrections Case Manager

Work Schedule: Full time (schedule may vary)

Due Date: April 7, 2025 or until the position is filled

Duties:

Provides case management for participants using evidence-based practices, including assessments and developing a case plan.

Teaches evidence-based classes.

Performs and/or assists with new participant enrollment, daily field checks, and drug screens. Sanctions violations of Community Corrections programs and prepares correspondence for the Courts.

Assists department staff as needed.

Serves as a liaison between Carroll County Community Corrections, Probation Departments, Local Law Enforcement Agencies, and government entities.

Testifies in legal proceedings or court as necessary.

Keeps Director informed of organizational developments.

Serves on-call and responds to emergencies on a 24-hour basis.

Performs related duties as assigned and/or required by law.

Job Requirements: Applicant must have a Baccalaureate degree or equivalent experience. Must be at least 21 years of age. Has the ability to meet all employer and department hiring requirements, including background check and drug screen.

Applications may be picked up in the Carroll Co Auditor's Office

Equal Opportunity Employer