

**CLINTON COUNTY, PENNSYLVANIA
POSITION DESCRIPTION**

DEPARTMENT: Clinton County Correctional Facility
TITLE: Case Manager
DATE: 10/6/15

SUMMARY

The core responsibility of this position is to facilitate a safe and secure environment while providing treatment services that assist with the offenders' reintegration into the community. Treatment Services include identifying individual needs, coordinating available resources and developing specialized treatment plans. This position requires interviewing and assessing inmates to determine risk, reviewing criminal history information and past incarceration records, evaluating the threat level to self or others, recommending housing placement, reassessment of inmates during their incarceration, providing case management services and the oversight of the employment status for those individuals placed in the Clinton County Community Corrections Program.

SUPERVISION RECEIVED

This position reports directly to the Director of Treatment Services.

SUPERVISION EXERCISED

This position exercises no supervision over lower level classifications or any other employees.

ESSENTIAL JOB FUNCTIONS:

NOTE: An employee assigned to this title shall perform a majority, but may not perform all, of the duties listed in this job description. Conversely, minor level duties performed on the job may not be listed.

- Responsible for the assignment of custody levels based on established parameters, inmate population management as it relates to the facilities classification process and knowledge of all components the facilities classification system to reduce the jail's liability.
- Assessing the needs of inmates, determining level of care, ensuring inmates have access to services in a continuum of care by identifying, referring and authorizing appropriate services and developing treatment plans.

- Conducts inmate orientations with respect to facility policies and procedures, oversees residents daily activities to ensure a positive and productive reintegration into society.
- Provides recommendations concerning inmates' needs; i.e. medical care, mental health needs, protective custody, work assignments, and tracks misbehaviors, incidents, group participation and group completion.
- Creates and updates comprehensive treatment plans based on needs assessment information, provide support, resources, validation, problem solving and conflict resolution to assist inmates to make appropriate choices and decisions.
- Reviews and follows through with Court Ordered services.
- Coordinates funding arrangements and authorizes or recommends services for inmates, coordinates and provides access to available social and ancillary services, such as housing, childcare, medical and financial services, reviews inmate requests for relocation to participate in programs and makes recommendations as to appropriateness for participation.
- Responds to inmates' general information requests in both written and verbal contexts; i.e. court system, court dates, referrals, etc.
- Assists in processing inmates for transfer to other facilities or outside institutions by coordinating the transfer with medical, property, housing and transport; and if needed, preparation of status reports for the receiving institution, ensure timely and efficient movement from intake to discharge.
- Assists inmates in finding ways to be responsible for their actions and subsequent consequences in the here and now by challenging incorrect thought processes, assists inmates to be more cognizant of the consequences for their inappropriate behavior into the future.
- Provides individual general supportive counseling, manages conflicts and facilitates group sessions. Facilitating includes intake interviews, orientation of group requirements for successful completion, assisting with goals and aftercare plans, evaluating individual inmate progress and tracking outcomes.
- Understands the core principles and components of cognitive behavioral approaches to develop appropriate social skills and recognizes problematic inmates and/or special needs inmates to institute cognitive self-changes, treatment agreements or behavior modification plans.
- Analyzes and attempts to verify accuracy of information received from varying sources to determine whether an emergency or death notification will be relayed to the inmate.
- Has regular contact with segregated inmates to give them the opportunity to present concerns/issues and follow through with legitimate problems.
- Consults, assists, prioritizes and exchanges information with the Mental Health Therapist for the best course of inmate management.
- Attends meetings, maintains files and records, prepares annual statistical data to jail administration and ensures compliance with department policies and procedures and established regulatory standards.
- Participates in inmate disciplinary misconduct hearings as needed.

- Communicates with internal departments and external social and professional entities on behalf of inmates, develops status reports on inmates for the Courts and conducts client follow-up at required intervals.
- Provide initial and ongoing assessments of individuals who participate in the Community Corrections Program, orienting new residents to the rules and regulations of Community Corrections and providing assistance to inmates throughout their incarceration.
- Determines and assigns in-house inmate employment and coordinates Community Corrections residents' schedules in regard to employment, counseling and Court hearings.
- Performs employment site analysis to ensure attendance and residents' progress, reviews job search submissions and verifies attendance at interviews. Reviews and verifies work schedules, hours and facility logs to assure that release is proper and in order.
- Develops work force opportunities, interviews community service and furlough sponsors on program requirements and their responsibilities, maintains records of each program participant.
- Prepares Court Orders and Parole Summary Reports, coordinates and schedules counseling services as needed with various agencies and attends Court proceedings including preliminary hearings for pending escape charges.
- Works closely with state and local agencies regarding inmate status relating to probation and parole, and recommends, when applicable, the return of program participants to jail custody and/or the temporary or permanent withdrawal of privileges due to infractions, loss of employment or other circumstances incompatible with the Community Corrections Program.
- Facilitates the use of house arrest equipment and monitors house arrest extended furlough participants to ensure compliance with the Community Corrections Program.

Performs other related duties as required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

REQUIREMENTS:

A. EDUCATION: A bachelor's degree with major course work in Criminal Justice, Social Service, Sociology, Psychology, Behavioral Social Sciences, Business or a related field. (NOTE: Full time experience as indicated below may be substituted for the education requirement on a year-for-year basis.), **AND**

B. EXPERIENCE: Two (2) years of full time experience in corrections or criminal justice (preferred), **AND**

C. CERTIFICATION/LICENSE/TRAINING: Must maintain annual certifications in First Aid, CPR (Cardio Pulmonary Resuscitation), AED (Automated External Defibrillation), Mental Health and any other required certification/license.

Will attend training at the DOC Training Academy to receive relevant certifications to perform job functions (i.e. program instructor, counseling).

Employees assigned to this title will be required to possess and maintain a valid and current motor vehicle operator's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

D. SCHEDULE: Normal schedule will be 40 hours per week, Monday through Friday, unless otherwise deemed necessary.

E. LANGUAGE: Spanish speaking preferred, but not required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of social service goals and objectives employed in corrections work.
- Ability to learn case management principles, methods and assessment practices.
- Knowledge and understanding of criminal behavior.
- Ability to learn the practices, policies and procedures as promulgated by the Clinton County Correctional Facility, Community Corrections facility, furlough and related programs, to accept those policies and procedures and to follow them accordingly.
- Ability to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to perform addition, subtraction, multiplication and division.
- Ability to learn the process to review, classify, categorize, prioritize, and/or analyze data and information. This includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to establish and maintain effective working relationships with associates, employers, Judges, parole officers, other agencies/institutions and the general public.
- Ability to establish and maintain effective working relationships with inmates/residents and their family members who may be from various cultures and social economic backgrounds.
- Ability to learn current social, economic and health problems and available resources, i.e. treatment facilities and human services agencies providing needs based programs/services.
- Ability to apprehend program violators, if required by work assignment.
- Understand emergency preparedness and procedures.
- Knowledge of the requirements for PSP Sexual Offender Registration Megan's Law, Act 24.
- Ability to collect urine/saliva samples from residents for testing purposes.

- Ability to testify in judicial and administrative proceedings to activities and findings.
- Ability to work independently with minimal supervision.
- Ability to clearly demonstrate sound writing and communication skills along with the ability to maintain records of activities and to prepare reports from same.
- Demonstrates skills as an independent group instructor, capable of motivating groups for positive participation.
- Ability to maintain control of groups with potentially disruptive inmates.
- Ability to plan and organize work, prepare records and reports, set priorities and maintain a case load in an effective and timely manner with minimal supervision.
- Ability to work with persons who have physical, mental or emotional disabilities or who are economically disadvantaged or involved with the criminal justice system.
- Ability to interpret regulations, policies and procedures and apply them accordingly.
- Ability to remember names and faces.
- Ability to physically defend self and others.
- Ability to maintain confidentiality in regard in inmate information and records.
- Possesses knowledge of behavioral patterns of inmates/Gang affiliations.
- Ability to provide Pennsylvania Department of Corrections inmate programming as required by statute.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

TOOLS AND EQUIPMENT:

- Personal computer (with proficiency in jail management software and Microsoft applications), telephone, cell phone, calculator, portable radio, copy machine, fax machine, first aid equipment.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching as necessary to carry out job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; and torso as necessary to carry out job duties. Medium work with occasional lifting/carrying of objects with a maximum weight of 20 pounds.
- Employee must possess the ability to record, convey and present information, explain procedures and follow instructions. Good observational skills are essential in this environment. Employee must display emotional stability and be able to cope with the physical and mental stress of the position and working inside a correctional setting.

WORK ENVIRONMENT:

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally is exposed to wet and/or humid conditions.
- The noise level in the work environment is usually moderate. There is normal indoor/outdoor exposure to dust/dirt.
- Employees work daily with potentially volatile, hostile or aggressive inmates.
- Employee may be subject to work beyond an 8-hour day and may be subject to work on-call or on as-needed basis.

AT-WILL EMPLOYMENT:

All Case Managers are an at-will employee and serve at the pleasure of the Clinton County Government. The Clinton County Government is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.