



CLINTON COUNTY GOVERNMENT

Job Description

Job Title: Case Manager Records
Department: Clinton County Correctional Facility
Position Reports to: Manager of Treatment Services
Grade Level: J
FLSA Status: Non-Exempt
Position Type: Full-time
Bargaining Unit Status: Non-Bargaining
Date: June 29, 2018

SUMMARY: The core responsibility of this position is to review and interpret court commitment documents relevant to the detainee's offense/sentence. This Case Manager will review all commitment paperwork, prepare detainee institutional files and enter pertinent information, i.e., charges, sentence information, detainers, victim(s) information, into the facilities Offender Management Program and prepare temporary and final releases based on court orders.

SUPERVISION RECEIVED: This position reports directly to the Manager of Treatment Services.

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

ESSENTIAL JOB FUNCTIONS:

- Verify the legality of court commitment documents and warrants.
- Prepare court releases, temporary and final release paperwork.
- Calculate and enter court sentence into the Offender Management System.
- Responsible for the assignment of custody levels based on established parameters, detainee 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.
- Reviews and follows through with Court Ordered services.
- Responds to detainees' general information requests in both written and verbal contexts; i.e. court system, court dates, referrals, etc.
- Assists in processing detainees 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.
- 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 detainee.
- 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 detainee Behavioral Infraction hearings as needed.



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- Communicates with internal departments and external social and professional entities on behalf of detainees, develops status reports on detainees for the Courts and conducts client follow-up at required intervals.
- Prepares Court Orders and Parole Summary Reports, coordinates and schedules counseling services as needed with various agencies.
- Assessing the needs of detainees, determining level of care, ensuring detainees have access to services in a continuum of care by identifying, referring and authorizing appropriate services and developing treatment plans.
- Conducts detainee orientations with respect to facility policies and procedures, oversees residents' daily activities to ensure a positive and productive reintegration into society.
- Provides recommendations concerning detainees' 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 detainees to make appropriate choices and decisions.
- Coordinates funding arrangements and authorizes or recommends services for detainees, coordinates and provides access to available social and ancillary services, such as housing, childcare, medical and financial services, reviews detainee requests for relocation to participate in programs and makes recommendations as to appropriateness for participation.
- Assists detainees in finding ways to be responsible for their actions and subsequent consequences in the here and now by challenging incorrect thought processes, assists detainees 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 detainee progress and tracking outcomes.
- Understands the core principles and components of cognitive behavioral approaches to develop appropriate social skills and recognizes problematic detainees and/or special needs detainees to institute cognitive self-changes, treatment agreements or behavior modification plans.
- Consults, assists, prioritizes and exchanges information with the Mental Health Therapist for the best course of detainee management.
- Assists with assignments of in-house detainee employment.
- Arrives to work on time and has dependable daily attendance.
- Performs other related duties as assigned or 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 / EXPERIENCE: A bachelor's degree with major course work in Criminal Justice, Social



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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.)

B. CERTIFICATION/LICENSE/TRAINING: Must maintain annual certifications in First Aid, CPR (Cardio Pulmonary Resuscitation), AED (Automated External Defibrillation), Mental Health First Aid 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 position will be required to possess and maintain a valid driver's license, have a satisfactory pre-employment drug screen and background check, and successful completion of the computer skills testing.

C. SCHEDULE: Normal schedule will be 37.5 hours per week, Monday through Friday, unless otherwise deemed necessary.

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 detainees/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.
- Understand emergency preparedness and procedures.
- Knowledge of the requirements for PSP Sexual Offender Registration Megan's Law, Act 24.
- 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.



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- Ability to maintain control of groups with potentially disruptive detainees.
- 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 maintain confidentiality in regard in detainee information and records.
- Possesses knowledge of behavioral patterns of detainees'/Gang affiliations.
- 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
- Employees work daily with potentially volatile, hostile or aggressive detainees.
- Employee may be subject to work beyond an 8-hour day and may be subject to work on-call or on as-needed basis.



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EMPLOYEE EXPECTATIONS:

In completing the duties and responsibilities of the Case Manager (Records) position, the employee will adhere to all county policies, guidelines, practices and procedures; act as a role model both inside and outside the County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

AT-WILL EMPLOYMENT:

The Case Manager (Records) is an at-will employee and serves at the pleasure of the Prison Board for the Clinton County Correctional Facility. The Clinton County Correctional Facility and Clinton County Government are Equal Opportunity Employers and do not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resource Administrator to the extent that it does not constitute an undue hardship to the County.

I have read the above Case Manager (Records) 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