



Warrick County Community Corrections

Case Manager Job Description

Reports to: Executive Director and Senior Case Manager

Status: Full time/Salaried

Qualifications:

Baccalaureate Degree preferably in criminal justice, sociology, psychology, or equivalent combination of education and experience.

Certification in Indiana Risk Assessment System (IRAS).

Working knowledge of substance abuse/addictions and criminology.

Working knowledge of evidence-based practices (EBP) and ability to apply the knowledge as it relates to the management of participants.

Ability to develop and implement individual participant case management plans.

Ability to facilitate and maintain productive communication while maintaining a professional, prosocial relationship with participants and fellow staff members.

Ability to express empathy regarding participants' situations as appropriate.

Ability to recognize pro-social thinking and behaviors.

Ability to recognize antisocial thinking and behaviors and to engage in efforts to extinguish or re-direct them in a non-threatening manner.

Working knowledge of local social service and substance abuse treatment providers and ability to coordinate appropriate services for participants.

Ability to interact with a diverse groups of people including, but not limited to participants, participant family members, court personnel, social service providers and fellow staff members.

Effective communication and interviewing skills.

Ability to accurately maintain files and records, both written and computer.

Duties/Responsibilities

Work under the direct supervision and guidance of the Senior Case Manager.

Conduct initial needs assessment interview with participants including administration of SASSI and IRAS. Identify participant strengths, weaknesses and goals to achieve.

Utilize information gathered during initial meeting with participant to develop individual participant case management plan based on evidence-based practices. Review and revise plan as necessary.

Make referrals to appropriate agencies and programming, e.g. substance abuse treatment, 12 step programs, G.E.D., Thinking For A Change, employment, mental and physical health care, etc., based on case management plan, on-going needs assessment and EBP.

Meet with participants to discuss progress and provide support in achievement of programming and goals. Provide participant crisis prevention and intervention.

Maintain on-going dialogue with other agencies and service providers to monitor and track participant progress in designated programming.

Document meetings with participants and their compliance or non-compliance with case management plans.

Provide oral and written reports to Executive Director and the Court when necessary.

Conduct Field Contacts at home/work/treatment when appropriate and necessary.

Assist with WCCC office responsibilities such as drug and alcohol testing, data collections and analysis and the preparation of reports.

Ensure compliance with WCCC program rules and specific court orders.

Attend on-going trainings relevant to providing participant services.

Perform other community correction functions and duties as assigned by Executive Director or Senior Case Manager.

(effective 07/19/11; amended 05/31/12)