

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Case Manager  
**DEPARTMENT:** Community Corrections  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** POLE (Protective Occupations, Law Enforcement)

**DATE WRITTEN:** February 2010                      **STATUS:** Full-time  
**DATE REVISED:**                                      **FLSA STATUS:** Non-exempt

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. Cass 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 Cass/Pulaski Community Corrections, responsible for supervising offenders assigned to the Community Corrections Work Release Program.

**DUTIES:**

Supervises caseload of offenders who are court-ordered to participate in the Community Corrections Work Release Program. Performs intake procedures, including interviewing and screening detainees, completing necessary paperwork, and searching for contraband.

Conducts offender risk/needs assessments and develops individualized case plans for program participants. Conducts orientation sessions with program participants, explaining program rules and requirements, and developing appropriate work attendance and clarification of schedules and curfews.

Assesses job skill level/job interests of program participants in order to match individuals to appropriate jobs available within the community and assists with employment placement of detainees, including obtaining required employee documents. Transports program participants to/from place of employment as needed.

Serves as liaison with employers of program detainees and with County Courts and Probation departments in order to provide information and assistance and resolve problems with detainees.

Supervises residents in accordance with facility policies/procedures and federal, state, and municipal laws, including maintaining safety and security of residents, staff, facility, and the public. Provides security related functions such as shakedowns and searches, and intervenes as per policy in critical incidents, preventing escape, injury, and/or property damage. Obtains warrants for detainees who have escaped from the program while outside the work release facility.

Compiles and prepares reports and summaries of activities of program participants for Courts and Department superiors and updates individual files for each client as required. Conducts exit interviews and prepares termination reports upon successful completion of court-ordered duties.

Prepares and files petitions with the Court for non-compliance with program conditions. Testifies in court to address client compliance or non-compliance issues.

Maintains current knowledge of rules, regulations, and laws concerning Community Corrections operations and ensures program is compliant with guidelines established by Cass/Pulaski Advisory Board.

Attends staff meetings to discuss caseloads, consult on unusual cases/problems, review and resolve conflicts, and share professional information.

Completes professional development workshops, training, and education as required.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Baccalaureate Degree from an accredited college or university in criminal justice, social or behavioral sciences or previous work experience in criminal justice field preferred.

Must be at least 21 years of age.

Possession of or ability to obtain CPR/First Aid certification.

Ability to meet all Department hiring requirements, including passage of a drug test.

Thorough knowledge of standard policies and practices of Cass/Pulaski Community Corrections operations, with ability to accurately complete required reports, make recommendations to the Court, and apply and adapt procedures as cases demand.

Thorough knowledge of local, state, and federal laws applicable to Department operations, with ability to apply and enforce regulations as needed.

Knowledge of programs and services available to clients from government, social, and private agencies, with ability to make referrals and assist clients with programs as needed.

Considerable knowledge of community geography and ability to effectively monitor and/or locate offenders, verify and document compliance with program requirements, and take appropriate action in response to violations.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of and ability to make practical application of basic street slang and security threat groups (STG), conflict resolution, crisis intervention techniques, and safety hazard precautions.

Working knowledge of standard office procedures and computer software programs used by the Department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports within established deadlines. Ability to maintain accurate files.

Ability to properly operate standard office and security equipment, including, but not limited to, computer, keyboard, copy machine, typewriter, telephone, electronic monitoring equipment, fax machine, and mechanical restraints.

Ability to effectively interview individuals, assess skills/abilities, coordinate schedules, and assist individuals in obtaining gainful employment.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio or by telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, Probation, Courts, Department of Corrections, treatment providers, employers, offenders, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile individuals.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work independently and with others in a team environment, often under time constraints, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout work assignments, and perform basic arithmetic calculations.

Ability to testify in legal proceedings/court.

Ability to occasionally work extended hours, evenings and/or weekends and occasionally travel out of town for meetings/training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to established Departmental policies and guidelines, taking authoritative action in response to situational demands. Assignments are guided by definite objectives using a variety of methods or procedures, with unusual cases/circumstances discussed with supervisor as needed. Frequently, decisions are made which are restricted only by organization-wide policies. Errors in work are primarily detected or prevented through supervisory review. Undetected errors could result in loss of time to correct error, potential harm to self or others, and/or liability to the Department or other County and/or Court officials.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, law enforcement agencies, Probation, Courts, Department of Corrections, treatment providers, employers, offenders, and the public for purposes of exchanging/verifying information, explaining/interpreting policies, and resolving problems.

Incumbent reports directly to Work Release Coordinator.

**IV. PHYSICAL EFFORT AND WORK ENVIROMENT:**

Incumbent performs duties in a standard office environment within a correctional facility, involving sitting/walking at will, sitting/standing for long periods, bending, reaching, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with offenders and may be exposed to irate/hostile individuals and/or physical violence. Incumbent must maintain physical, mental and emotional alertness and may be required to wear protective clothing and/or equipment, such latex gloves. Universal health/safety precautions must be followed at all times to avoid contamination, infection and/or injury to self and others.

Incumbent occasionally works extended hours, evenings and/or weekends and may travel out of town for meetings/training, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Case Manager for Cass/Pulaski Community Corrections describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. 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

\_\_\_\_\_  
Print or Type Name