

**HENDRICKS COUNTY**  
**JOB DESCRIPTION**

**Title:** Case Manager

**FLSA:** Non-Exempt

**Department:** Work Release

**Pay Band:** PAT 3

**Supervisor:** Director of Work Release

**PURPOSE OF POSITION:**

The incumbent is responsible for providing re-entry planning, case management, classification, counseling, and resource information; and other duties as assigned. The incumbent manages a typical offender caseload of 40-50 adult offenders at the work release. As with all Hendricks's County employees, the incumbent's first responsibility is to ensure the safety and security of the facility.

**ESSENTIAL FUNCTIONS:**

- Counsels offenders on issues such as financial management, employment, committee actions and other institutional procedures.
- Assists offenders with residential adjustment.
- Prepares and submits progress reports according to re-entry procedures.
- Processes all temporary leave requests for offenders.
- Provides orientation for newly arrive offenders.
- Acts as community transition program coordinator for all offenders on caseload; prepares required reports and arranges transportation when necessary.
- Coordinates all probation releases with appropriate agencies.
- Reviews probation release conditions with offenders.
- Administer the Indiana Risk Assessment System (IRAS).
- Utilize Evidence Based Practices in daily interactions.
- Daily use of Motivational Interviewing Techniques.
- Use the 8 principles of effective interventions with case plans.
- Input offender information into the Informer Case Management System.
- Participation in Conduct Adjustment Board Hearings and level system hearings.
- Maintain contact with community service providers.
- Establish relationships with employers through monthly job site visits.
- Pre-screen potential participants for the program.
- Recognize and define problems, obtain and analyze facts thoroughly, and develop and implement sound solutions.
- Effectively do job with minimal supervision.
- Create and maintain clear, definite boundaries with offenders.
- Work independently, making decisions and recommendations on offender programming and offender needs.
- Knowledge of security procedures in the facility setting.

- Trained in Cognitive Behavioral Change Techniques.
- Acceptance of supervision and constructive feedback.
- Flexible work hours.
- Instructor of Evidence Based Practices Curriculum as needed.
- Conduct community site visits including employment, treatment, education and home.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Bachelor's Degree in any human sciences (Sociology, Psychology, Social Work etc.)
- At least 21 years old
- No felony convictions
- Moderate computer skills
- Valid driver's license
- At least 1 year Case Management experience
- Minimum typing ability of 35 WPM
- Must pass urinalysis test.

**RESPONSIBILITY:**

Purpose of work is to ensure that the Agency's policies and established guidelines are met in providing the offenders proper counseling and supporting facility staff if needed. Incumbent receives general instructions as to desired results and detailed instructions on special individual cases. Deviations from established guidelines are referred to the supervisor. Work is continuously reviewed by supervisor for adherence to instructions and soundness of judgment. Incumbent provides individual recommendations concerning the offender's location, confinement, external contacts and most other aspects of institutional life. The incumbent has no supervisory functions, other than supervising offenders. Incumbent reports directly to the Facility Director. Incumbent will work within the scope of the Agency's established policies and procedures. Work is broad in scope and consists of moderately complex routine and non-routine decision making abilities. Incumbent must use considerable judgment in selecting the most adequate recommendations. The incumbent must ensure that proper counseling techniques comply with departmental policies and procedures.

**WORKING RELATIONSHIPS:**

Incumbent will have contact with facility personnel, facility director, state and local officials, outside agencies, offenders and their families for the purpose of counseling and education. Continuous contact is maintained with institution and agency staff professionals solving complex problems regarding offender's progress and needs. Public contact is made with groups such as parents, attorneys and volunteer organizations for the purpose of providing and exchanging relevant information.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Workplace environmental conditions may include: continuous noise conditions; heat—high temperatures that may result in body discomfort; cold—low temperatures that may result in body discomfort. Infectious disease exposure may be possible. Incumbent may be required to use restraint techniques as per agency policy and procedure. Work is performed in an office environment. Incumbent works seated most of the time and uses hands and eyes extensively. Possibility of injury resulting from offender altercations and assaults are present. Keen observational and hearing skills are necessary to observe and be alert for possible dangerous situations. Incumbent may be required to use restraint techniques as per agency policy and procedure.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Case Manager in the Work Release Department describes the duties and responsibilities 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

\_\_\_\_\_  
Printed Name