

HAMILTON COUNTY
RIVER CITY CORRECTIONAL CENTER
An Equal Opportunity Employer

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Position Title: Case Manager _____

Division:	River City Correctional Center	FLSA Status:	Non-exempt
Reports to:	Clinical Supervisor	Civil Service Status:	Unclassified
Pay Range:	\$20-\$22	Employment Status:	Full-Time
Probation:	6 Months	Lunch:	One Hour
Work Hours:	40 hours/week		

Nature of Work in this Class

This position provides direct service to residents, maintains case records and supervises resident activities. The Case Manager is directly responsible for initiating, implementing and documenting individual and group treatment/habilitation services as they relate to the resident's individualized treatment plan objectives. Work is supervised by the Clinical Supervisor.

Essential Functions

- Manages all aspects of individual caseload and individual case records and program records as assigned.
- Provides assessment of residents' needs/risks to determine treatment plans.
- Performs intake procedures for new residents, which involves familiarizing these residents with rules and regulations of the facility
- Apply Behavior Management System to manage residents' behaviors
- Performs crisis intervention services
- Prepares written reports.
- Attends staff meetings and other related meetings as required.
- Coordinates and implements individual and group counseling services to residents.
- Develops and maintains effective working relationships with various treatment facilities and with the general public
- Makes court appearances as designated.
- Maintains strict confidentiality with respect to information obtained and processed in the operation of the facility.
- Conducts home and/or employment visits if needed.
- Transports residents to community resources as needed.

Marginal Functions

- Supplements facility coverage – subject to being called into work at any time due to emergency situations and/or coverage needs.
- Utilizes audio visual equipment.
- Performs other related duties as required.

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Positions Supervised

None.

Knowledge, Skills and Abilities

- Knowledge of principles of effective intervention, including risk, need and responsivity.
- Knowledge of crisis intervention techniques.
- Knowledge of substance abuse evaluation and treatment.
- Knowledge of local treatment programs.
- Ability to establish and maintain effective working relationships with residents, residents' families, co-workers, outside agencies, etc.
- Ability to gather, collate and classify information about data, people or things.
- Ability to work under stressful and demanding conditions.
- Ability to effectively manage time and organize workload.
- Skill in oral and written communication.
- Ability to work independently.

Working Conditions

Moderate noise in Correctional Facility setting.

Physical Demands

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with hands and arms.
- Must be able to transfer up to 40 pounds.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, facsimile machine and a computer terminal, and to read reports, correspondence and instructions.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone.
- Ability to read and prepare reports with recommendations.

Communications

Conveys and receives information in person, over the telephone, as well as by automated means.

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Qualifications

A bachelor's degree from an accredited institution in social/behavioral sciences field, working knowledge of the criminal justice system, understanding of cognitive behavioral treatment and the principles of effective intervention are preferred.

Licensure and Certification Requirements

Preferred license or certification in a related field, i.e. Chemical Dependency, Counseling or Social Work or a Master's Degree in a related field in lieu of a license.