

**HAMILTON COUNTY**  
**RIVER CITY CORRECTIONAL CENTER**  
An Equal Opportunity Employer

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Position Title: Case Manager

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Division:	River City Correctional Center	FLSA Status:	Non-exempt
Reports to:	Clinical Supervisor	Civil Service Status:	Unclassified
Pay Range:	\$20.00/Hour - \$22.00/Hour	Employment Status:	Full-Time
Probation:	180 Days	Lunch:	
Work Hours:	40 hours/week		

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***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 their Immediate Supervisor.

***Essential Functions***

- Manages all aspects of individual caseload and individual case records and program records of residents assigned to them.
- Meet with Resident as required, and provides necessary communication to keep resident updated on their progress.
- Teaches class and large groups on facility curriculum.
- Provides discharge planning services to the resident to ensure success.
- 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.

***Positions Supervised***

None.

***Knowledge, Skills and Abilities***

- Knowledge of principles of effective intervention including risk, need and responsiveness.
- 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.

***Qualifications***

A Bachelor's degree from an accredited institution in the social/behavioral sciences field, a working knowledge of the criminal justice system, understanding cognitive behavioral treatment and the principles of effective intervention. At least one-year work experience with a correctional population preferred.

***Licensure and Certification Requirements***

- Licensure as Social Worker, Professional Counselor or certification as Ohio Chemical Dependency Counselor is preferred.
- A valid driver's license in the state of residence and proof of auto insurance upon hire and both are to be maintained throughout employment.
- CPR and First Aide Certifications are to be obtained within 6 months of hire and are to be maintained throughout employment.