

LORAIN/MEDINA COMMUNITY BASED CORRECTIONAL FACILITY

Job Description

Case Manager

Reporting relationship: Position reports to Program Director

Work schedule: Varying work hours including weekends may be required.

Date established: Sept.-97

Date revised: 11/03, 8/04, Terminated 2/5/2005, Reinstated 7/2005, 11/12

Salaried position.

Summary of Duties & Responsibilities:

Overview-

Under the direct supervision of the Program Director, the Case Manager is the primary staff for assigned caseloads to coordinate implementation of the individual treatment plan. Case Managers are responsible for the implementation of the treatment modality.

Duties & responsibilities (illustrative examples)-

I. Case management duties-

1. Provides assessment of resident needs/risk to determine specified personalized program plans.
2. Provides monthly treatment evaluations and progress reports. Such updates will reflect the resident's behavior, and require awareness and perception of the individual problems and interactions, as well as measure progress on the personalized program plan.
3. Serves as the "Hub" of the treatment process by coordinating residents' treatment services monitoring and reporting residents' progress or lack of and communicating and coordinating daily with programming and resident monitor staff to insure that each residents' criminogenic needs are being addressed.
4. Observes and responds appropriately to signs and symptoms of illness, accidents/injuries, medication effects, and other unusual incidents which may affect resident health and welfare, and report such observations/action in a timely manner.
5. Performs orientation procedures for incoming residents which involves familiarizing new residents with behavioral expectations and, answering initial questions and addressing concerns.
6. Provides daily positive interactions with residents. This includes activities such as problem solving, goal setting, counseling and serving as a positive role model, with appropriate personal conduct, manners and appearance.
7. Develops and maintains effective working relationships with various treatment facilities, community agencies and the general public.

8. Makes proper treatment referrals to community mental health, chemical dependency agencies as well as social service agencies (i.e. housing agencies, vocational/employment, education, family counseling, etc.) when applicable and coordinates with appropriate staff beginning with the Program Director to implement referral.
9. Screens visitor list requested by residents and staff with Program Director or designee.
10. Provides on-going re-assessment of the residents' criminogenic needs to determine the level of change that has occurred and make adjustments to his/her personalized program plan as needed.
11. Meets with supervisor for regular case reviews and actively participates in the decision making process that includes but is not limited to: sanctioning and rewarding residents behavior, approving leave, approving work release, approving release dates, recommending negative terminations, etc.
12. Provides progress reports/discharge summaries to the courts and probation departments upon request.
13. Works cooperatively with probation officers and testifies at court hearings as needed.
14. Facilitates groups and teaches classes as applicable.
15. Keeps statistics for the annual report.
16. Facilitates and documents family sessions for residents on individual caseload.

II. General duties-

1. Promoting the Lorain/Medina C.B.C.F. philosophy of positive offender intervention.
2. Involving Resident Advisor staff in treatment process.
3. Directly supervise any interns and volunteers assigned to them according to established policies and procedures.
4. Maintains strict confidentiality with respect to all information obtained and processed in the operation of the Lorain/Medina C.B.C.F. facility.

III. Operational duties-

1. Accountable for individually assigned facility keys consistent with Lorain/Medina C.B.C.F. policy and procedure.
2. Enforces rules, policies and procedures of the program. May be required to perform pat-downs or strip searches of residents after outside outings. May assist in transportation when needed. May obtain and monitor urine specimen/collection from residents.
3. Participates in facility searches whenever necessary.
4. Exchange pertinent information among all staff.
5. Makes necessary and timely entries for resident records, related documents (documentation of daily activities in daily log, notation of inpatient information in resident file) and operational forms (example: Incident Reports).

6. Check on performance of residents' daily activities.
7. Implements daily schedule and activities seven (7) days a week. Informs residents of daily agenda, special groups and assures a smooth transition into such groups.
8. Oversees medical request needs and documents response. Refers matters to the Operations Director.
9. Documents daily activities of residents, including special incidents requiring immediate disciplinary/interventions actions.
10. Conducts intakes including scheduling, orientation, physical intake, intake paperwork, referral to facility medical personnel and verifies medical insurance.
11. Participates in services and continuing education program when appropriate and feasible. Completes a minimum of forty (40) hours of in-service training per year.
12. Performs other duties as assigned.

Note- This job description shall in no way be construed as a limitation of the authority of supervising personnel to assign tasks which are not listed in the job duties section to employees under their direct or indirect supervision.

Minimum requirements-

Education	Education BA/BS in social work, sociology, psychology, criminal justice or related field.
Experience	Experience in corrections, counseling, social work, drug treatment, community mental health, or a related area with two (2) years experience with human services delivery in a residential/correctional setting preferred.
Skills	<p>Knowledge of crisis intervention techniques.</p> <p>Knowledge of drug/alcohol abuse evaluation, treatment and testing.</p> <p>Knowledge of local treatment programs.</p> <p>Knowledge of domestic violence and child abuse.</p> <p>Knowledge of holistic wellness.</p> <p>Knowledge of community services.</p> <p>Ability to coordinate fellow staff in a team approach.</p> <p>Knowledge of psychological assessments.</p> <p>Knowledge of cognitive behavioral theory and interventions.</p> <p>Knowledge of counseling or social work in a corrections setting.</p> <p>Knowledge of human relations.</p> <p>Knowledge of safety practices and procedures.</p>

Ability to work under stressful conditions.

Ability to develop and maintain effective working relationships with residents, associates, supervisors, and general public.

Ability to develop and maintain records and prepare routing reports.

Ability to recognize abnormal conditions and take appropriate actions.

Skilled in oral and written communication.

Any specialized licensing or certification will be helpful.

Note- Employee is required to maintain ORAS certification.

Employee is required to maintain current First Aid and CPR certification. Failure to do so may result in disciplinary action being taken up to, and including, termination.

Automobile, automobile liability insurance, and an acceptable driving record is required. Valid Ohio operator's permit required.