



CASE MANAGER
(\$2,500 - 4,000 monthly)

POSITION DESCRIPTION:

Under the supervision of the Case Worker Supervisor and as a part of the case management team, assists in providing transition services for adult offenders on probation, parole or in a county jail setting; assists staff with recordkeeping, group facilitation, and interaction and communication with clients, staff, parole agents, probation officers, sheriff staff and other agencies. The Case Manager I works with a variety of at-risk and high-risk adults. Clients are in need of the services necessary to successfully transition back into the community from state prison. These services include, but are not limited to, education, job readiness, job placement, substance abuse education, and life skills.

Must be able to pass CDCR clearance. A criminal record will not automatically disqualify applicants.

EXAMPLES OF DUTIES: [May include, but is not limited to the following.]

1. Provide one-on-one and group facilitation in program areas including, but not limited to, life skills, substance abuse, job readiness, cognitive behavior and education.
2. Assist clients with self-help skills, job seeking and retention skills, and positive social skills.
3. Models appropriate behavior for clients and reinforce positive behavior changes in the client.
4. Supports the client and their family in making the necessary changes to lead and law-abiding and productive life within society.
5. Administers the necessary assessments with clients to determine their Case Management Plan (CMP).
6. Maintains a caseload of program clients; acts as liaison for clients, families and other related agencies involved in the transition process.
7. Assists clients in completing various forms and obtaining documents for transition, training, education and employment and making appropriate referrals to outside agencies.

8. Identify client's progress within the program and recommends client for appropriate phase transition or program completion, and assist client in creating an exit plan and aftercare.
9. May accompany clients to appointments, interviews or other program-related activities.
10. Maintains accurate electronic and paper files on all clients.
11. Communicates with clients, parole agents, CDCR staff and other agencies as directed by the Case Manager Supervisor.
12. Keep Agent of Record abreast of parolee progress.
13. Participate in required orientation, training sessions, supervision meetings, and planning activities.
14. Initiate new program components with DRC Managers to enhance quality and comprehensiveness of community support.

QUALIFICATIONS:

Education:

1. An Associates degree or equivalent units from an accredited college or university in the fields of education, psychology, social work, health, criminal justice or related field.

Experience:

1. Two years of experience working with high risk youth or adults and/or very low income families desired.
2. Two years successful experience in coordinating and facilitating group interactions, meetings, and/or training desired.
3. Demonstrated successful experience working with educational or social service programs and/or services.

Knowledge of/Ability to:

1. Provide case management services to at-risk or high-risk adults and families
2. Facilitate positive working relationships between the DRC programs, service providers, partnering agencies and administration.
3. Provide support to clients and their families during their transition back into the community.
4. Work with diverse community groups and populations.
5. Organize and support various transition activities.
6. Provide trainings to clients, DRC staff, and agency partners.
7. Work effectively as a team member with all partners.
8. Apply excellent interpersonal and communication skills.
9. Proficiency in use of telecommunications and computer applications related to position.
10. Prepare and maintain accurate records.
11. Work productively, creatively, and with independent initiative.