



**CASE MANAGER SUPERVISOR
(\$3,500 - 6,000 monthly)**

POSITION DESCRIPTION:

Under the direction of the Director, the Program Coordinator coordinates the on-going programs with the development and the implementation of any new vocational training programs and/or services that provide appropriate entry level, upgrade, and re-entry training to parolees in the region. The Program Coordinator ensures high quality and relevant Career Development instruction, and cost effective program operation that are in compliance with CDCR (California Department of Corrections) expectations and procedures. The Program Coordinator, with guidance from the Director, is responsible for planning, development, implementation, supervision and evaluation of all aspects of the DRC programs.

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

EXAMPLE OF DUTIES: (May include, but is not limited to the following)

1. Responsible for the day to day operation of the Day Reporting Center (DRC) and staff supervision
2. Manages casework functions and supervise casework staff
3. Establishes and implements emergency procedures and client behavior standards and protocols
4. Coordinates and implements staff/client orientation and recognition programs
5. Develops and implements a diagnostic and placement system to ensure appropriate placement of clients
6. Utilizes assessment data to evaluate effectiveness of program and to assess program progress
7. Monitors the treatment service methodology
8. Assists instructors in the design and implementation of effective lessons
9. Develops and implements program schedules; through the use of detailed data analysis and program evaluation
10. Assists in the formulation of plans and programs designed to best address the current and potential needs and directions of the DRC

11. Works as part of the DRC management team to ensure the direction taken by the DRC parallels the needs of the clients, families, districts, businesses and/or community
12. Prepares a variety of reports related to DRC operations and maintains client files
13. Provides and/or coordinates appropriate training and staff development activities
14. With direction from the Director, is responsible for the development, review, and evaluation of all DRC budgeting and financial matters
15. Ensures that all necessary data is collected to evaluate the effectiveness of the program and will produce an annual report on the DRC.
16. Ensures Case Management Plan (CMP) is being followed, and develops and monitors procedures governing documentation.
17. Establishes and maintains cooperative working relationships and effective communications with parole officers, school districts, the community, neighboring establishments in the complex, local businesses, and other outside agencies as appropriate
18. Attends appropriate school, community, or outside agency meetings as assigned
19. Develops and utilizes an effective communication system; prepares and distributes newsletters, and bulletins
20. May serve as the primary liaison between the business community and the DRC by keeping up-to-date regarding the trends, needs, and expectations of employers and employees
21. Serves on and chairs various ad hoc and other advisory committees as assigned; may coordinate programs with other related agencies or groups to ensure the most effective utilization of time and resources; may recruit additional businesses or partners for participation in the DRC programs
22. Participates in case conferences.

QUALIFICATIONS

KNOWLEDGE AND ABILITY TO:

1. Development processes of state, local agencies, and organizations that are currently involved with providing re-entry services to parolees
2. Knowledge and skills in effective supervision including personnel selection, training, observation, assessment and evaluation of personnel
3. Effective communication including initiating individual and group discussion, listening, clarifying, and facilitating interaction among group members
4. Writing skills to effectively convey ideas, reports, letters, memos, and survey questionnaires
5. Understanding of goal setting techniques including needs assessment and program evaluation
6. High degree of knowledge and strategies for dealing with a variety of people from varying educational and socio-cultural backgrounds; knowledge of effective classroom instruction and ability to provide appropriate assistance and/or suggestions for improvement

7. Knowledge and skills in the techniques and practices of effective implementation, supervision, and management of budgetary and other management procedures; knowledge of the policies, procedures, and practices governing educational programs; knowledge and skills in curriculum development, program development and evaluation
8. Ability to interpret and apply laws; knowledge and skills to conduct meetings and in-service training programs with instructors and staff

EXPERIENCE AND TRAINING:

1. Bachelors' Degree preferred or combination of certifications and experience:
2. Minimum of 2 years experience supervising casework
3. All necessary certifications for program applications
4. Minimum of 6 years of demonstrated successful experience in the development, administration and oversight of adult transition programs.