

LANCASTER COUNTY
COMMUNITY CORRECTIONS CASE MANAGER

5763

NATURE OF WORK

This is a professional position providing case management services in a Community Corrections Program utilizing a variety of evidence-based rehabilitation and support modalities to assist clients.

Work involves providing a variety of social services and case management services to address social, financial, family problems. Work also involves assisting with initial support assessments; presenting findings for staff review; developing individual progress plans, and maintaining appropriate client records reflecting program participation and progress. Working directly with the County and District Courts, City and County Attorney's Offices, Public Defenders Office, private defense attorneys law enforcement, and community-based treatment providers. Preparing reports for review by the court system, participating in staffing events, and appearance in court hearings. Understanding, review and implementation of best practices for justice involved individual being supervised in the community. Supervision is received from an administrative superior with work being reviewed in the form of conferences to determine the effectiveness of services provided.

EXAMPLES OF WORK PERFORMED

Provide social services and case management services to program participants; addresses social, financial and family problems; transports clients.

Assist clients in developing goals and objectives to meet desired outcomes related to service plan; provides skill building training and crisis intervention services as needed.

Participate as a team member in program planning and meetings to enhance provision of services.

Prepare initial support service plan and present findings at staff review; maintains client files.

Prepare reports and correspondence required for the court and information management systems; provides client information and activity coordination with coworkers, treatment providers, and others involved in the community supervision of justice involved individuals.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of sociological, behavioral and cultural factors influencing the behavior and attitudes of individuals in the criminal justice system.

Knowledge of principles, practices and techniques of providing case management and the delivery of human services.

Knowledge of practices and techniques for providing skill training with direct practice to individuals in the criminal justice system.

Knowledge of the functions and services of community organizations, related human services,

mental health and substance abuse resources.

Ability to establish and maintain effective working relationships with clients, co-workers, and the public.

Ability to communicate effectively both orally and in writing.

Ability to maintain records of services provided, client progress and required documentation.

MINIMUM QUALIFICATIONS

Graduation from a four-year accredited college or university; or an associate degree (or 60 college credits) and at least two years of full-time criminal justice experience or two years full-time experience working with criminal justice involved individuals; or a high school diploma and six years of full-time experience in criminal justice or six years of full-time experience working with criminal justice involved individuals; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills to meet the National Association of Pretrial Services Agencies (NAPSA) Accreditation Standards.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.

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