

CORRECTIONS CASE MANAGER

Nature of Work Under general supervision of the Corrections Unit Manager functions as a member of a team providing services to the assigned caseload of inmates living in the unit. The work of the unit involves providing security, inmate counseling, treatment services, developing case histories and recommendations regarding inmate behavior and performance, controlling inmate movement, and acting as role models for the inmates. Compiles information, analyzes causal factors for the inmate's involvement in crime and criminal activities, and recommends a correctional self-improvement program to assist the inmate in controlling and overcoming problems. Performs related work as required.

Examples of Work

Collects, verifies and analyzes factual material in preparation of classification summaries for inmates housed in the unit. Determines the accuracy of available information concerning the inmates.

Develops and formulates appropriate individual program goals. Prepares written reports based on a review of the written record and adjustment to the facility and the program.

Meets with the inmate periodically to discuss the inmate's progress and attitude or any particular problem within the facility or in selecting an appropriate program.

Informs inmates of programs available along with any special services which may be used in addressing problems.

Guides a group of inmates in identifying individual or group problems that may affect behavior and attitudes.

Guides discussion in order to effectively and efficiently utilize available time.

Knowledge, Skills, and Abilities

Knowledge of the policies, procedures and regulations of the Department of Corrections and the assigned institution.

Knowledge of counseling and guidance principles and techniques.

Knowledge of inmate rights.

Knowledge of basic principles of personality, deviant behavior, delinquency, criminology and corrections.

Ability to interview personnel for case evaluation.

Ability to perform routine counseling activities.

Ability to identify personal and adjustment problems and to explore solutions to these problems.

Ability to communicate effectively, both orally and in writing.

CORRECTIONS CASE MANAGER (CONT'D)

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a major in criminal justice, corrections, psychology, sociology, counseling, counseling and guidance, criminology, social work or related field.

Substitution: Experience in an area of corrections programming or treatment may be substituted for the required training on a year-for-year basis.

Experience: Two years of full-time or equivalent part-time paid experience in inmate counseling, security or treatment in a correctional setting or in counseling, counseling and guidance, as a probation and parole officer, mental health counselor or social worker.

Substitution: Master's Degree from an accredited college or university in criminal justice, corrections, social work or related behavioral science field may substitute for the required experience on a year-for-year basis.

Established: 8/19/93
Revised: 5/1/94, 3/23/00
Effective: 3/23/00