

CORRECTIONS CASE MANAGEMENT COORDINATOR

CODES/PAY RANGE

Class Code: 3440

EEO Code: B

Pay Range: 218

MAJOR FUNCTION

Responsible supervisory and professional counseling work in coordinating the inmate counseling program.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, directs, and supervises Case Management Counselors in the correctional counseling program.

Makes final case decisions concerning referral. Assists Counselors in counseling inmates concerning difficult problems. Handles the most difficult case problems independently. Directs inmates to proper authorities when appropriate.

Supervises inmate programs including GED, Drug Program, AA Program, etc. Coordinates inmate movement within the jail facility when necessary. Coordinates the classification and assignment of inmate housing.

Assists Counselors in making inmate interviews. Coordinates inmate rehabilitation programs along with counselors.

Evaluates work of Counselors and makes recommendations concerning effectiveness of counseling techniques and their ability to relate, and assist inmates in various problems.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of interviewing and counseling techniques. Knowledge of the methods utilized in counseling inmates. Knowledge of the rules and regulations and correctional facility procedures. Knowledge of social and educational agencies available to develop and sponsor programs for inmates. Knowledge of court procedures and scheduling of court appearances.

(Corrections Case Management Coordinator continued)

Ability to supervise professional Counselors. Ability to coordinate correctional counseling program with outside agencies.

Skill in counseling techniques.

MINIMUM QUALIFICATIONS

Bachelor's degree in Corrections, Sociology, Psychology or related field, and four (4) years of experience in dealing with counseling situations with two (2) years in a supervisory capacity, preferably some of which should have been in a correctional institution.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Requirements: Light work. Ability to see, talk and hear. Manual and finger dexterity.

Mental Requirements: Ability to write complex business letters, evaluations, recommendations, reports, summaries. Ability to speak publicly in a clear concise manner to relay information, directions, ideas and details. Ability to perform basic mathematical functions. Ability to read and comprehend reports, technical and professional manuals and journals, abstracts. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Environmental Requirements: Inside work. Ability to tolerate confined, secured areas.

Revised 10/94

Revised 11/02