

# Perry Multi County Juvenile facility

## POSITION DESCRIPTION Implemented March 2017

<b>Working Title of Position:</b>	<b>Case Manager</b>
<b>Title of Immediate Supervisor:</b>	<b>Counselor, Director</b>
<b>Training Hours Requirement:</b>	<b>40</b>
<b>Normal Working Hours:</b>	<b>Weekdays – flex as needed Some weekends as needed/scheduled Full time-hourly</b>

### **Summary Description:**

Under the direct supervision of the facility Counselor. The Case Manager is responsible for all referrals to the facility. Is responsible for establishing and maintaining professional relationships with all referral sources, primarily Juvenile Judges and Probation Departments. Coordinates all referral information, intake assessments, admissions, and ongoing treatment plan reviews and evaluation of daily treatment services. Responsible for discharge plans, intake interviews and attends court hearings. The Case Manager is primarily responsible for prompting and advocating, monitoring the treatment of each residents and to assist all resident's in advancing through the CBT program. The Case Manager will be an advocate on behalf of all residents and will assist all residents in complying and utilizing interventions and strategies that promote positive behaviors and changing criminal behaviors. The Case Manager will also assist, mentor and coach all RCW in the planning, development and implementation of intervention strategies and will evaluated with both residents and RCW staff the effectiveness of the intervention strategies.

### **Employment Qualifications:**

Education/Experience: Possess a bachelor's degree in Criminal Justice, Social Work or related social service field, or an employment history that involves planning and implementation of intervention strategies. Must be 21 years of age, have a valid driver's license, and able to pass required background check, drug screen, beginning in 2014 all applicants must pass the Diana screen and child abuse registry check.

Knowledge: Training and experience which demonstrates the ability to perform the duties of the position. Demonstrates practical knowledge of the juvenile justice system; is knowledgeable of effective treatment programs and CBT interventions for adolescent offenders, with an understanding of cognitive behavioral approaches.

Skills: Fundamental computer skills in the areas of data entry, word processing and spreadsheets. Must be able to communicate effectively in both oral and written form, needs assessment, cognitive programming, resident and individual needs, evaluation of assigned staff, planning, coordination of residents' needs.

**Primary Duties and Responsibilities:**

- Coordinates all referrals to the facility from Juvenile Courts. Serves as the contact person for all referrals to the facility. Responsible for ensuring that the Courts provide adequate and required information to the facility. Tracks and anticipates population to adequately accommodate referral sources.
- Assess youth for appropriateness for admission. Reviews all collateral information provided from the Probation Department, Community Resources and Educational records. Assesses youth commitment to change, completes OYAS assessment and social history assessment during a face to face interview.
- Conducts admissions to the facility for youth and family. Coordinates all admission requirements. Reviews facility policies, procedures, practices and program requirements with youth and parent. Collects needed documentation, including but not limited to releases of information, health history, medical consents, etc.
- Maintains open and direct communication to staff, courts and families regarding youth behavior, policy procedure and assigned job duty. Regularly maintains a team approach to facility and staff matters with attention to professionalism, discretion and detail. Communicates resident and staff concerns and observations through meetings and ongoing discussion.
- Upholds standards of professionalism while representing the facility and demonstrating positive leadership and role modeling while fulfilling assigned duties. Including but not limited to transporting of youth to medical appointments, court appearances, recreation activities or special field trips.
- Develops discharge planning for all residents 3 days prior to the resident's release, when possible, and when the release is scheduled
- Scheduling all resident's visits and approving all residents contact inside and outside the facility. All visits will be scheduled and approved by courts 24 hours prior to the scheduled visits. Assisting residents and families with creating a structured, pro-social off grounds visit plan
- Participates with the Counselor in the development and implementation of all residents' treatment plans, within 21 days of a youth's admission.
- Providing ongoing treatment plan evaluation through scheduling and leading monthly probation officer meetings
- Providing to admitting courts and families monthly progress reports
- Serves as the facility's Victims Advocate in accordance with PREA standards and guidelines
- The Case Manager's primarily responsibility will be to develop, implement and monitor CBT based interventions for all residents according to each resident's need and in conjunction with each resident's treatment plan.

- Communicate, educate and facilitate with residents and RCW staff intervention strategies that promote positive change in residents, using CBT interventions and strategies
- Will act as the primary coach of all RCW in the development and implementation of intervention strategies that assist all resident's in completion of the program and in fostering a positive rehabilitation environment and encouraging change in addressing resident's criminal behaviors.
- Performs other duties as required by the Director.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

I have reviewed and understand the job functions of this position and state that I can perform the essential functions without accommodations.      Yes\_\_\_\_\_      No\_\_\_\_\_

If an accommodation is needed, please describe below the reasonable accommodations required in order for you to perform these essential job functions.

Case Manager's Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Director's Signature:\_\_\_\_\_ Date:\_\_\_\_\_