

Re-Entry Case Manager
Bargaining Unit: General

Class Code: G

COUNTY OF SAN BENITO

DEFINITION:

Under the direction of the Reentry Program Manager, or designee, to manage and coordinate admitted inmates' case study developmental data in support of preparation of inmates for successful reentry into society upon their release. The incumbent coordinates and administers testing instruments and clinical interviews for the purpose of identifying and assessing the inmate's academic proficiency, vocational skills, housing, medical or other issues and strengths that would impact the probability of the inmate's successful reintegration into the community. Recommends treatment programs. Participates in data collection and evaluation for research and/or referral to other agencies. Learn and perform client interviewing and service intakes; to learn procedures and develop and facilitate client services and case management plans; and to do related work as required.

REPORTS TO:

Reentry Program Manager or designee

CLASSIFICATIONS SUPERVISED:

This is not a supervisory classification.

TYPICAL PHYSICAL REQUIREMENTS:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX. The incumbent must have the ability to transport themselves to and from various locations throughout the community including the jail, Community Transition Center and other locations as required.

TYPICAL WORKING CONDITIONS:

Work is performed in office, jail, and community environments; work is performed with people who may exhibit unstable and potentially violent behavior; continuous contact with other staff and the public. Work requires close interaction with offender population and dealing with the needs and demands of this population and may be stressful when conflicts arise or when dealing with multiple priorities and time constraints.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Provide case work and program services to improve the offender's employability and social skills in order to facilitate a successful reintegration. This may include linkage to medical, mental and behavioral health treatment, education/literacy, vocational training, job placement and housing agencies, and linkage with community mentors and other support groups.

Develop a client profile including information related to the inmate's personal, social, criminal, medical, educational, and psychological history, substance abuse history. Manage and coordinate case study developmental data.

Develop positive, supportive and effective relationships with inmates, Probationers and family members. Maintain relationships in a professional, instructive and firm manner.

Conduct basic orientation of new inmates, complete admission and orientation documentation and prepare necessary files. Ensure the offender is fully engaged in the planning process and clearly understands responsibilities, expectations and consequences of the program. Communicate the relationship between improving basic skills and developing self-sufficiency.

Provide casework assistance to assist clients and families in resolving financial, health, educational, recreational, employment, personal, and family problems.

Administer and/or coordinate medical, psychological, sociological, and educational diagnostic assessment of clients to determine risk and needs of inmate.

Administer testing instruments and conduct clinical interviews for the purpose of identifying the client's behavioral traits, evaluating academic goals and vocational skills, and assessing deficiencies and strengths that would impact the probability of the offender's successful reintegration into the community.

Develop personalized transition plans and programs for the client in keeping with goals and action plans and the needs of the individual inmate/Probationer.

Recommend and make referrals to mental health programs, chemical treatment or in-house jail programs; make referrals to special needs programs as appropriate.

Recommend and make referrals to programs for instruction on life skills, livelihood skills and workplace readiness skills necessary for successful reintegration into family life, the work force and the community.

Provide reentry group services or other types of counseling and emotional support as needed. Provide family members with contacts to services available in the community.

Serve as a liaison with service agencies consulting on client cases to ensure efficiency and continuity in providing services.

Participate in staff meetings and make recommendations for suggested changes in client programming.

Monitor and keep case records on clients and report progress to supervisors. Participate in the process of data collection and evaluation.

Develop and maintain linkages with community agencies and support groups that address ex-offender needs.

Provide assistance in resource development and in policy and program development and evaluation.

Train or assist in the training of new staff members, volunteers, interns and practicum students.

Maintain confidentiality within the guidelines provided by the San Benito County Probation Department and San Benito County Sheriff's Office.

Ensure strict adherence to established policies and procedures of the San Benito County Probation Department and San Benito County Sheriff's Office.

Participate in ongoing professional development in order to keep current on developments in the field and to enhance skills already acquired. Attend, participate in or present professional development workshops, training and conferences. Keep current with local, state and federal guidelines.

TYPICAL QUALIFICATIONS- TRAINING & EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of college courses in a behavioral or social science area, including, but not limited to Addiction, Psychology, Sociology, Recreation, Child Care, Social Work, Counseling, and related fields.

or

Two (2) years professional experience in criminal justice, mental health or a related field. Experience within the field of corrections preferred. Some previous work experience in providing case management services is highly desirable.

KNOWLEDGE OF/ABILITY TO:

Knowledge of:

Principles, procedures, techniques and trends related to counseling and guidance of individual and groups in correctional settings. Interviewing and client assessment techniques.

Ability to:

Knowledge of the interaction of physical, economic, emotional, educational, social, and mental health factors which influence clients in the criminal justice system and associated with post-prison life.

Knowledge of assessment techniques and skill in the administering assessment instruments and applying professional interview techniques.

Knowledge of available community resources which may provide services for clients and their family members.

Knowledge of proper case management and referral procedures.

Knowledge of the structure and function of the criminal justice system, its applicable laws, rules and regulations and common practices.

Ability to deal effectively with inmates from a wide range of social, cultural, and economic backgrounds, including individuals who may be socially maladjusted.

Ability to establish and maintain effective working relationships with supervisors, criminal justice system staff, service providers, family members of the clients, and the general public.

Ability to adapt to changes in the work environment, manage competing demands, change approaches or methods to best fit the situation and deal with frequent changes or unexpected events.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, an appropriate valid California Driver's License.