



Delaware County

This document is used to provide a basic description of essential duties and other work elements

Job Title: Case Manager	
Department: Community Corrections	Position Fund Account No.:
Division: Home Detention	Job Category: POLE
Work Schedule: 8:30 a.m. – 4:00 p.m. M-F	Job Grade:
Reports to: Home Detention Supervisor and Surveillance Supervisor	Status: Full-time
FLSA Status: Non-exempt (OT eligible)	Effective Date: May 2009 Re-evaluation Date: December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Case manager for Home Detention Division the Delaware County Community Corrections Department responsible for maintaining case documentation, updating progress notes regarding clients, administering drug screening/breathalyzer tests, and adhering to home detention rules to remain compliant with case plan derived from IRAS testing.

DUTIES:

Maintains proper case documentation by taking and updating progress notes as to telephone calls, drug screen results, conversations with clients, adherence to home detention rules and compliance with case plan derived from IRAS testing.

Supervises and monitors Home Detention clients for compliance with rules, legal requirements, applicable guidelines, special conditions, exercising judgment to assess, evaluate, and work with program clients to assure satisfactory completion of program requirements and resolve related problems.

Conducts drug screens and maintains drug screen records.

Conducts portable breathalyzer test and maintains records of violations.

Conducts client transfers for both incoming and outgoing clients, including processing transfer paperwork and assisting client with program setup.

Files clients' schedules, work verification, and appointment verification and keeps record of any discrepancies in progress notes.

Maintains contact with referral programs as to the progress of clients and maintains written documentation of progress in progress notes.

Reports violations to the Home Detention Supervisor for possible sanction hearing.

Maintains contact with clients through office visits, letters and phone conversations, and records results of contact in progress notes.

Maintains up-to-date client schedules and enters schedules into Guard Server.

Maintains contact with surveillance officers and Home Detention Supervisor regarding clients on caseload.

Maintains and cleans equipment, including but not limited to, strap tampers, alerts, and Court Fact program.

Testifies in Court for revocations or provides written documentation to the Court of non-compliance as needed.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE, with experience in human services, criminal justice, social work, psychology, and/or sociology fields required.

Must be at least 21 years of age.

Possession of or ability to obtain/maintain certification by Indiana Risk Assessment System (IRAS).

Working knowledge of standard English grammar, spelling, and punctuation with ability to prepare correspondence and detailed reports.

Working knowledge of and ability to properly operate and maintain assigned Department vehicles and equipment, including computer, and breathalyzer, and drug/narcotic identification kit.

Ability to speak clearly and distinctly, hear and be understood when communicating in person, by radio, or by telephone.

Ability to work alone with minimum supervision and with others in a team environment and ability to work on several tasks at the same time, often under time pressure.

Ability to prioritize tasks and prepare detailed reports or summaries.

Ability to read, understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to compute, calculate, count, and perform simple arithmetic calculations.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, procedures, and job tasks, including, but not limited to, attendance, safety, drug-free workplace, personal conduct, and not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Courts, various law enforcement agencies, Indiana Department of Corrections, treatment providers, employers, program participants, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to testify in legal proceedings and court.

Ability to work extended, irregular, evening, and weekend hours, travel out of town, sometimes overnight, for training, and respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties as Case Manager with assignments and objectives set jointly with immediate supervisor and work priorities and schedules primarily determined by flexible, customary routine. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Incumbent follows standard operating procedures or policy and procedural manuals. Must have supervisor's permission to deviate from standard operating procedures.

Work errors are primarily detected or prevented through supervisory review and procedural safeguards. Undetected errors could result in loss of time to correct error, loss of money to Department, and endangerment to self or others.

III. PERSONAL RELATIONSHIPS:

Incumbent maintains contact with co-workers, other County departments, Courts, various law enforcement agencies, Indiana Department of Corrections, treatment providers, employers, program participants, and the public, for the purpose of exchanging information and rendering services.

Incumbent reports directly to Home Detention Supervisor and Surveillance Supervisor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, courtroom, vehicle, and in the field, including sitting/walking at will, sitting/walking/standing for long periods, walking on uneven terrain, walking/running/carrying equipment up/down flights of stairs, running fast for short/long periods, jumping up to/down from elevated areas, climbing over obstacles, crawling in confined areas/through small openings, crouching/kneeling, pushing/pulling/handling/grasping objects, reaching/bending, lifting/carrying objects weighing under 25 pounds, keyboarding, driving, speaking clearly, close/far vision, color/depth perception, and hearing sounds/communication. Incumbent sometimes works in wet/icy surroundings, in extreme hot or cold temperatures, in high places, in a noisy environment, in confined areas, and near fumes, odors, dust, and dirt. Incumbent wears protective clothing or equipment and may have to work with or be exposed to potentially irate/hostile individuals, encounter resistance and have to subdue attacking/armed individuals, respond to situations involving potential physical harm to self/others, and respond to emergencies from off-duty status.

Incumbent is regularly required to work extended and irregular hours, sometimes work evenings and weekends, is occasionally required to travel out of town, sometimes overnight, for training. Incumbent is required to respond to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Case Manager for the Home Detention Division of the Delaware County Community Corrections Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions. The above job description covers the most significant duties to be performed, but does not exclude other occasional work projects or duties as assigned by supervisors.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Approved by Human Resources Director: _____Date_____

Supervisor Signature

Date

Reviewed with Employee

Date

Employee's Signature

(Printed Name)

Date

Signed copy to : Human Resources(Original)
Supervisor