



**Position: Case Manager**

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**Opening Date: August 22, 2106**

**Closing Date: Until filled**

**Job Type: Full Time Salary Non Exempt**

**Salary: \$28,400-\$28,900, depending on qualifications**

**Department: DuComb Center**

**Location: 4161 Lathrop, South Bend, IN 46628**

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**Description:** Incumbent serves as Case Manager of Community Corrections, responsible for supervising offenders and tracking offender compliance.

This position is full-time, salary non-exempt, and is covered under the Saint Joseph County Employee Policy Manual.

**Hours: 8-4 PM, Monday - Friday**

**Shift Times: Flex time available**

**(Mornings, evenings, weekends, holidays, and occasional extended working hours)**

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**Essential Functions:**

- ◆ Maintains working relationships with referral sources and related agencies in the community. Assists offenders with employment searches. Makes offender visitations, discussing work performance, and providing motivation for improvement.
  - ◆ Conducts intake and assessment interviews and administers pre-tests and post-tests to assigned offenders.
  - ◆ Monitors offenders attendance at all required programming. Monitors disciplinary actions and ensures that consequences are served.
  - ◆ Administers breathalyzer to offenders as required and collects samples for drug testing.
  - ◆ Prepares progress reports and other correspondence as required for courts, including correspondence to inform courts, judges, and offenders of change in offender status and to provide requested information.
  - ◆ Enforces and upholds court orders relating to assigned offenders, ensuring compliance with directives.
  - ◆ Organizes and maintains offender files and documentation, reviewing information and documentation pertaining to client, and ensuring placement in appropriate files. Maintains accurate case notes for assigned offenders, including entering case information into system.
    - ◆ Attends court as assigned and testifies as required.
  - ◆ Teach cognitive programs, such as Anger Management, Thinking for a Change, etc.
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## Qualifications:

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- ◆ Baccalaureate degree in criminal justice, social work, sociology, or closely related field.
- ◆ Thorough knowledge of Indiana criminal statutes, State and local court procedures, and Community Corrections programming, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- ◆ Ability to interview and evaluate offenders and determine offender appropriateness for Community Corrections programs.
- ◆ Working knowledge of standard office procedures, spreadsheet/database software, word processing software, and various other computer programs used by the Department, and ability to prepare detailed written reports and maintain complete and accurate files.
- ◆ Working knowledge of standard English grammar, spelling, and punctuation and ability to operate standard office equipment, such as computer, keyboard, copy machine, typewriter, telephone, and fax machine.
- ◆ Working knowledge of area social service agencies and ability to make referrals for clients and families.
- ◆ Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.
- ◆ Ability to meet all Department hiring and retention requirements, and ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- ◆ Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, court personnel, local business agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- ◆ Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- ◆ Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.
- ◆ Ability to understand, memorizes, retain, and carry out written or oral instructions and present findings in oral or written form.
- ◆ Ability to work alone with minimum supervision and with others in a team environment.
- ◆ Ability to testify in legal proceedings.
- ◆ Ability to serve on 24-hour call for emergencies and respond swiftly and rationally to emergencies from off-duty status.
- ◆ Ability to occasionally work extended and/or evening hours, and travel out of town for training and meetings, sometimes overnight.
- ◆ Possession of a valid Indiana driver's license and demonstrated safe driving record.