

**March 20, 2020**

**DEPARTMENT:** Madison County Community Justice Center  
**POSITION:** Case Manager  
**STATUS:** Full-Time  
**FLSA STATUS:** Non- Exempt  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)  
**WORK SCHEDULE:** Monday – Friday, hours will vary due to need of caseload

This position is a two (2) year grant funded position, from the Indiana Department of Correction with possibility of renewal.

**JOB DESCRIPTION (Summary)**

1. Works as a Case Manager, and should demonstrate the ability to work independently, and with minimal supervision.
2. Responsible for administering and implementing program goals, and objectives as outlined by the Department of Correction.
3. Effectively work and communicate orally, and in writing while maintaining strict confidentiality with staff, program participants, outside agencies, and general public.
4. Must have working knowledge of criminal code, criminal justice system i.e. courts, case management, etc.
5. Must have direct interaction with program participants on a daily basis. This interaction includes insuring compliance with program rules and regulations, monitoring compliance with individual treatment case plans, case management, as well as modeling pro-social behavior.
6. Incorporate Evidence-Based practices in your everyday work.
7. Must be able to establish and maintain a working relationship with referral sources such as local judiciary system, prosecuting attorneys, probation/parole departments, courts, prison system, victim advocates, and various social service agencies.
8. Provide encouragement/guidance in modifying attitudes and patterns of behavior.
9. Must demonstrate strong human relations skills such as negotiation and conflict resolutions while utilizing motivational interviewing skills.
10. Must display a teamwork attitude and the ability to work effectively as a team and take initiative.
11. Knowledgeable of Standard English grammar, spelling, and punctuation, and ability to prepare required forms/reports within the agency's deadlines i.e. statistical reports, violations, case plans, discovery's, progress reports etc.
12. Maintain participant's files, completing program status, tracking, monitoring and other forms and reports.
13. Must regularly attend Court hearings of program participants.
14. Other duties as assigned.

**EDUCATIONAL REQUIREMENTS:**

Education and/or experience and training equivalent to a Bachelor's Degree in criminal justice, social work, or related field, and/or prior experience in case management.

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**JOB REQUIREMENTS (Summary)**

1. Working knowledge of and ability to follow and make practical application of the customary practices, procedures, rules, regulations, and personnel policies of the Community Justice Center. Ability to properly follow all written and verbal orders and directives.
2. Complete knowledge of standard policies and practices of the Madison County legal process, with ability to apply and enforce applicable policies and procedures and complete required operational reports.
3. Knowledge of standard English grammar, spelling, and punctuation, and ability to prepare required forms and reports within Center deadlines. Ability to maintain confidentiality of Center information and reports as required.
4. Working knowledge of and ability to properly use all assigned Department equipment, including computer, typewriter, calculator, video cameras, radio, breathalyzer, and vehicle.
5. Ability to effectively listen, comprehend, and communicate with both professional and non-professional co-workers, program participants, and officials from various governmental and social service agencies, by intercom, radio, telephone or in person, including being sensitive to professional ethics, gender, cultural diversities, and disabilities
6. Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations and take authoritative action applying appropriate discretion and common sense. Ability to de-escalate volatile situations by means of conversation/negotiation.
7. Knowledge of treatment programs and services available to program participants from other government, social, and private agencies, with ability to assist clients in making/facilitating referrals as appropriate.
8. Possession of valid driver's license and demonstration of a safe driving record.
9. Must be able to be certified in the Indiana Risk Assessment System (IRAS) and teach cognitive behavioral classes.
10. Ability to provide encouragement/guidance in modifying attitudes and patterns of behavior.
11. Must be able to establish and maintain a working relationship with referral sources such as local judiciary system, prosecuting attorneys, probation/parole departments, courts, prison system, victim advocates, and various social service agencies.
12. Must be computer literate.
13. Ability to work independently with minimal supervision as well as possess strong interpersonal skills
14. Closely monitor program participant fees.
15. Must testify in court hearings when necessary.
16. Ability to administer Alka-sensor testing and urine drug/alcohol screens, and prepare required reports and documentation.
17. Other duties as assigned.

**To be considered, please send a cover letter, resume and three (3) references to Mason Brizendine, Executive Director, at the Community Justice Center located at 119 Jackson Street, Anderson, Indiana or [mbrizendine@madisoncounty.in.gov](mailto:mbrizendine@madisoncounty.in.gov) by April 2, 2020 at 9:00 am.**

**The Community Justice Center is an Equal Opportunity Employer (EOE).**