

April 7, 2021
\$35,000 a year

**FULL- TIME STAFF POSITION ANNOUNCEMENT
CASE MANAGER PRETRIAL SERVICES**

Position Opening: Case Manager (Grant Funded)
Department: Madison County Community Justice Center
Job Category: PAT (Professional Administrative Technological)
Pay Rate: \$35,000
Work Schedule: Varies
FSLA Status: Non-Exempt
Status: Full Time

Qualified candidates should demonstrate an ability to work independently and with minimal supervision. Incumbent serves as Case Manager for Madison County Pretrial Services. Incumbent will be responsible for administering and implementing program goals and objectives as outlined by the Department of Correction. Incumbent must have knowledge of the judicial system, courts, case management, etc. This is a Grant-funded; contract position limited to availability of grant funding with the possibility of renewal. Applicants must also be willing to work in other departments when warranted. Qualified candidates should possess a bachelor's degree in criminal justice, social work, or related field.

Responsibilities will include but not limited to:

- *Ability to effectively work and communicate orally and in writing while maintaining strict confidentiality.
- *Ability to have direct interaction with pre-trial program participants daily. This interaction includes insuring compliance with pretrial program rules as deemed necessary and modeling pro-social behavior.
- * Ability to work independently with minimal supervision as well as possess strong interpersonal skills.
- * Must be computer literate.
- * Ability to follow all program grant requirements, be creative in program ideas, and must be a self-starter.
- *Must display a teamwork attitude and the ability to work effectively as a team and take initiative.
- *Must have the ability to work irregular and/or extended hours when needed.
- *Knowledgeable of Standard English grammar, spelling, and punctuation, and ability to prepare required forms/reports within the agency's deadlines.
- *Must be able to be certified in the Indiana Risk Assessment System (IRAS) and pretrial screening tool.
- *Ability to provide encouragement/guidance in modifying attitudes and patterns of behavior.
- *Must be able to establish and maintain a working relationship with all stakeholders.
- *Must be able to incorporate Evidence Based Practices in your everyday work.
- * Must demonstrate strong human relations skills such as negotiation and conflict resolutions while utilizing motivational interviewing skills.
- *Ability to maintain participant's files, completing program status, tracking, monitoring and other forms and reports.
- * Ability to administer Alka-sensor testing and urine drug/alcohol screens if necessary and prepare required reports and documentation.
- *if necessary, must closely monitor program fees.
- *Must be willing to testify in court.
- *Ability to supervise staff and direct daily operations of the program.
- * Other duties as assigned.

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JOB REQUIREMENTS AND DIFFICULTY OF WORK

Baccalaureate degree in criminal justice, public administration, or related field.

Working knowledge of and ability to follow and make practical application of the customary practices, procedures, rules, regulations, and personnel policies of the Center. Ability to properly follow all written and verbal orders and directives.

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.

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.

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.

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.

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

To be considered, please send a cover letter, resume and three (3) references to Jeff Ash, Executive Director, at the Community Justice Center located at 119 Jackson Street, Anderson, Indiana or by email at jash@madisoncounty.in.gov.

The position will remain open until filled

Madison County Community Justice Center is an Equal Opportunity Employer (EOE)