

# JOB OPENING ANNOUNCEMENT



**Position Title:** Case Manager

**Department:** Community Corrections

**Position Summary:**

The Case Manager is responsible for the supervision of adults and/or juveniles assigned to the Fourth Judicial District Community Corrections, which may include assignment to Anderson, Coffey, Franklin and/or Osage Counties. Clients may reside in the community or out-of-home placements. Clients are supervised pursuant to state statute, state standards and/or agency policies and procedures. Supervision will consist of office visits, community visits, hearings, volunteer recruitment and collateral contacts with outside agencies. The Case Manager will make referrals for needed services, document offender activities in statewide databases, conduct home visits, administer standardized risk/needs assessments, collect urine samples, coordinate volunteers and report their findings to the Court as directed.

**How to Apply:** Complete On-Line Application at [www.HRePartners.com](http://www.HRePartners.com).

**Salary Range:** \$16.17 to \$23.03 per hour depending on qualifications

**Date Opened:** Thursday, September 22, 2016

**Date to Close:** Open Until Filled

**Hours:** Generally 8 a.m. to 5 p.m. Monday – Friday. Some evenings and/or Saturdays may be required. Overtime may be required.

*Questions regarding this job announcement shall be directed to the Human Resources Department at 785-229-3444 or via e-mail at [humanresources@franklincoks.org](mailto:humanresources@franklincoks.org).*

**Applicants will not be considered for this position for the following:**

- Adult Felony conviction(s);
- Juvenile Felony conviction(s);
- Confirmed and/or substantiated case of Adult abuse or neglect;
- Confirmed and/or substantiated case of Juvenile abuse or neglect.

**Additional Information:**

Bachelor's degree required. Prior experience working with adults and/or juveniles in a community supervision (probation, parole, out of home placements) setting is preferred.

Employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six months of being awarded the position.

***Franklin County conducts background checks and drug screening on all potential candidates.***

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3444 at least two days prior to the scheduled test or interview.

*Duties listed on the job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. The attached job description does not constitute an employment agreement and is subject to change as the County's needs and requirements of the job change.*

*The State of Kansas and Franklin County are At-Will Employment jurisdictions. The County is an Equal Opportunity Employer. Applicants and/or employees with a disability as defined in the Americans with Disabilities Act may request accommodation to perform the position's functions. Requests should be directed to the Human Resources Director.*

***Franklin County is an Equal Employment Opportunity Employer.***

## Franklin County, Kansas Job Description

<b>Position Title:</b> Case Manager	<b>Grade:</b> 17
<b>Reports To:</b> Director & Assistant Director	<b>FLSA:</b> Non-Exempt
<b>Department:</b> Community Corrections	<b>Modified Date:</b>

### **JOB SUMMARY:**

The Case Manager is responsible for the supervision of adults and/or juveniles assigned to the Fourth Judicial District Community Corrections, which may include assignment to Anderson, Coffey, Franklin and/or Osage Counties. Clients may reside in the community or out-of-home placements. This position may be specialized or a combination of one or more adult and/or juvenile related positions. The Case Manager will complete their assigned duties and responsibilities under the general direction of the Assistant Director. Clients are supervised pursuant to state statute, state standards and/or agency policies and procedures. Supervision will consist of office visits, community visits, hearings, volunteer recruitment and collateral contacts with outside agencies. The Case Manager will make referrals for needed services, document offender activities in statewide databases, conduct home visits, administer standardized risk/needs assessments, collect urine samples, coordinate volunteers and report their findings to the Court as directed.

### **ESSENTIAL FUNCTIONS:**

- Conduct face-to-face meetings, collateral contacts, community visits and home visits pursuant to the standards established by the Kansas Department of Corrections (KDOC) and/or the Fourth Judicial District Community Corrections;
- Maintain detailed case files and document client information and activities in the State-mandated databases and/or locally developed databases pursuant to the standards established by the KDOC and/or the Fourth Judicial District Community Corrections;
- Participate in training opportunities (40 hours each fiscal year) and demonstrate achievement/progress regarding agency quality assurance activities, which include motivational interviewing, case plan development, risk/needs assessments, case file audits and other agency activities that support evidenced-based practices in community supervision;
- Make referrals to outside service providers in an attempt to meet the identified risks and needs of each individual client;
- Observe same sex drug screens and collect breath, saliva and urine samples for the purposes of monitoring an offender's drug usage;
- Write and submit accurate and detailed reports to the County Attorney's Office and/or Court as required;
- Appear in Court to present case information and/or testify;
- Participate in case conferences, planning meetings, treatment team meetings, Individual Educational Plan (IEP) meetings, staff meetings, and/or any other agency meetings as needed/directed;
- Prepare supervision plans and any subsequent supervision plans pursuant to standards established by the KDOC in an effort to meet the clients identified risk/needs;
- Enroll offenders on electronic monitoring as ordered by the Court;
- Collect costs and fees for Community Corrections and the Court, to include court costs, attorney fees, supervision fees, lab fees, evaluation fees, and restitution;
- Recruit, train, orient, and manage adult and juvenile volunteers;

- Perform work related duties in accordance with the policies and procedures established by the Fourth Judicial District Community Corrections, Franklin County, Kansas Department of Corrections, Kansas Sentencing Commission, and any other State or independent agencies that provide funding and/or assistance to Community Corrections;
- Facilitate interventions such as cognitive behavioral classes, budgeting, giving resources for job opportunities within the four county district;
- Conduct curfew checks, bar checks with local law enforcement after hours, conduct residency verifications;
- All other duties as assigned.

**SECONDARY FUNCTIONS:**

Performs other related duties as required.

**SUPERVISORY FUNCTIONS:**

- None.

**MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE:**

- Knowledge of community corrections, vocational guidance and social adjustment principles, avenues and alternatives;
- Knowledge of interviewing and counseling techniques;
- Knowledge of the social and psychological problems facing offenders.

**SKILLS:**

- Skill in supervision of adults and/or juveniles assigned to the Fourth Judicial District Community Corrections;
- Skill in leading, motivating, directing and mentoring others;
- Skill in verbal and writing communication in the English language;
- Skill in use of computers, Windows-based programs and multiple software packages.

**ABILITY:**

- Ability to analyze a situation and use proper judgment and common sense during the decision making process, while protecting agency, county and state interests/liability;
- Ability to analyze, prepare and interpret complex information/data, records and reports;
- Ability to foresee potential barriers or issues and develop working solutions to enhance efficiency;
- Ability to establish and maintain effective working relationships with probation departments, court personnel, schools, treatment providers, community resources, jail, and others within the legal judicial system to ensure safety of the communities we serve;
- Ability to operate office machines such as a copier, telephone, fax, and computer;
- Ability to work independently within a four-county area;
- Ability to maintain confidential records;
- Ability to travel;
- Ability to work some evenings and/or Saturdays;
- Ability to meet physical demands worksheet requirements.

## **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- Must possess a valid driver's license at the time of hire; or upon establishing residency within the State of Kansas
- Become certified to administer various state-mandated risk/needs instruments within six (6) months of hire, and/or any other assessments necessary to meet the needs of the populations being served;

## **REQUIRED EDUCATION/OR EXPERIENCE:**

- Bachelor's degree from four-year college or university;
- Meet state requirements

## **PREFERRED EDUCATION/OR EXPERIENCE:**

- Prior experience working with adults and/or juveniles in a community supervision setting (probation, parole, out of home placements)

## **PHYSICAL CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear;
- The employee is frequently required to sit and use hands to finger, handle, or feel;
- The employee is occasionally required to stand; walk; reach with hands and arms;
- Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

## **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate;
- The employee may be exposed to dangerous situations;
- The employee may be called out.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*