



Job Title: Case Manager

Non-Exempt Salaried

Reports to: Program Director

Location: Center for Women

JOB SUMMARY:

This position serves as a case manager for 30 residents of a work release center for women and performs other custody and security functions.

EDUCATION AND EXPERIENCE:

Two year degree in one of the social sciences plus experience at a minimum.

MENTAL/PHYSICAL QUALIFICATIONS:

Ability to perform search of persons, places, and objects.

Ability to work rotating, fixed or split shifts, weekends and holidays and respond to facility emergencies.

Ability to perform rescue functions such as administer CPR, first aid, removing people from dangerous areas, and using fire apparatus.

Ability to work in the facility which includes standing, sitting, bending, carrying parcels, walking, and climbing stairs.

Ability to conduct continuous visual and audio surveillance of residents both indoors and outdoors.

Ability to read, comprehend, and abide by policy manual and operation procedures.

Ability to work with a diverse and difficult population

Ability to transport residents in agency vehicle at any time, day or night, in any weather, traffic and road conditions, including long-distance in-state travel.

Must have clean driving record and active driver's license.

RELATIONSHIPS:

The Program Director is the primary supervisor. This position must work in conjunction with all other positions and within the boundaries set forth by the North Carolina Department of Public Safety.

ESSENTIAL DUTIES OF THE POSITION:

Duties as assigned by the Executive Director and Program Director.

Assist clients in their transition to work release, includes job seeking assistance and maintaining employment

Meets with clients twice monthly

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Investigates and monitors other programs such as home leave, community leaves, study release, AA/NA, etc.

Monitor program implementation to ensure compliance with NCDPS program standards; prepare materials for NCDPS audits.

Prepares all paperwork required by NCDPS for programs and residents in a timely manner.

Completes semiannual reviews on clients as required

Collaborate with other coworkers to provide programs for residents that better prepare them for release from prison.

With the client, develop six month treatment plans and monitor progress during monthly meetings.

Assist clients in development of a release plan.

Supervises all areas of the facility.

Maintains the facility in a safe and secure condition.

Enforces rules.

Provide transportation of clients.

OTHER DUTIES AND RESPONSIBILITIES:

Maintains daily routine of facility.

Participate in investigations of possible rule infractions

Process resident's money, receipt writing and disbursement of funds.

Provide access to resident medication and make notations in client records.

Completes shift inspections and reports

Assist with medical procedures, sick call, ordering medications, receiving medications

Performs other duties as required by the Program Director.

May be required to work in the program assistant office and manage those duties.

GENERAL ABILITIES AND SKILLS:

Ability to work independently and to carry out assignments to completion with minimum instruction and supervision

Ability to set appropriate boundaries with clients and perform with professional objectivity

Ability to effectively communicate verbally and in writing with residents, staff, and the general public

Ability to follow directions, maintain records, and to make reports requiring accuracy and clarity.

Knowledge of general English, grammar, and arithmetic.

Knowledge of rules of confidentiality and ability to maintain confidentiality

Ability to abide by relevant laws including HIPAA and PREA.

Ability to read, comprehend and abide by policy manuals and operating procedures.

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