JOB DESCRIPTION
SECOND CHANCE ACT CASE MANAGER SPECIALIST

1. Little Dixie C.A.A.
3. Reports To: Program Manager
5. Grade: Six
7. Approved By: Rebecca Reynolds
2. Program: Second Chance Act
4. Title: Case Manager Specialist
6. Date: July 2021
8. Status: Non-Exempt

JOB SUMMARY:
The Case Manager Specialist will be responsible for long-term case management to clients to; resolve problems, offer referrals to other specialized agencies, coordinate scheduling, and facilitate feedback to the Second Chance Program ensuring that all reporting, data collection, confidentiality, etc. is being adhered to as required.

DUTIES AND RESPONSIBILITIES:

1. Case Management
   a. Work with participating facilities to screen, assess, and enroll offenders in the program and establish baseline data.
   b. Work with the local county jails and parole/probation offices to provide services, case management and cognitive behavioral programing.
   c. Develop/refine comprehensive case management plans that directly address criminogenic risks and needs and implementing support services/linkages to appropriate providers.
   d. Coordinate, plan, and conduct cognitive behavioral programming.
   e. Refer participants to other specialized agencies/service providers when appropriate.
   f. Ensure regular contact with partners to identify if participants are re-incarcerated within the 12-month period following their initial release and provide updates on progress.
   g. Work with inmates to identify and address individualized needs to ensure for smoother transition from jail to community
   h. Develop individualized plans of action and provide ongoing case management to address any/all barriers to program participation, reentry process, accessing resources

2. Program Activities
   a. Attend available conferences and workshops for the development of programs for offenders, and program staff.
   b. Assist in reporting requirements, coordinating/preparing project reports and ensuring compliance for all reporting requirements.
   c. Coordinate efforts to ensure that data is collected and maintained as required, for program monitoring and evaluation.
   d. Communicates program goals and successes to partners, participants, and community supporters.
   e. Perform other such duties as may be assigned.

SUPERVISORY RELATIONSHIP:
The Case Manager Specialist works under the supervision of the LDCAA Second Chance Program Director.

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QUALIFICATIONS:

- Associate's degree in social work or counseling preferred; experience will be considered in lieu of a degree; 1 year experience as social worker or related experience in a family clinic preferred.
- Must have excellent organization and communication skills.
- Must have valid driver's license, valid automobile insurance and own vehicle for use.
- Experience in partnership building, networking with agencies and organizations, and community outreach.
- Strong interpersonal and group presentation communications skills as well as interviewing skills.
- Knowledge and experience using social media tools for information dissemination and skills with MS Office and other cloud-based systems.
- Must be willing to travel in and out of area.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Constantly must be able to sit/stand in a stationary position 50% of the time and be able to move about inside the office to access file cabinets, office machinery, etc. as well as ascend/descend steps in and out of vehicles.
- Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently must communicate with staff and others who have inquiries about the program and be able to exchange accurate information in these situations.
- Occasionally must move/carry items weighing up to 30 pounds.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature ________________________________ Date ________________

Employee Name (Printed) ____________________________

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