



Uintah County

Job Description

Title:	Case Manager	Code:	543
Division:	Criminal Justice	Effective Date:	8/23
Department:	Attorney	Last Revised:	8/23
FLSA Cat:	Non-Exempt	Pay Grade:	

GENERAL PURPOSE

Under the general direction of the Uintah County Attorney's Office, conducts certified case management services to adults in the Uintah County criminal justice programs.

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney and the specific supervision of the Program Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Administers evidenced-based case management services and case supervision to assist adult participants in the Uintah County criminal justice programs. Identifies and assesses issues relating to language barriers, cognitive ability, and emotional state of interviewees.

Gathers and reviews all pertinent information of court-related documents, licensed clinical recommendations, and collateral information such as background information from parents/caregivers, law enforcement, supervision agencies, attorneys, treatment programs, DCFS (if applicable), substance use tests, and additional agencies as necessary. Coordinates with parents/caregivers, law enforcement agencies, treatment and health providers, employers, and attorneys as needed to monitor progress in treatment/supervision.

Develops a case action plan based on court orders, clinical evaluations, ongoing criminal risk assessments, collateral information, as well as recurring client interviews. Coordinates with clinicians as needed to update and adjust a case action plan regarding treatment needs, and assists in the transition to treatment services.

Assists with scheduling/coordinating the dates/times of case management services at the primary facility or off-site location when necessary.

Writes clear and concise reports as required. Ensures reports and other documents are submitted to courts and other parties promptly and in a format approved by the Uintah County Attorney.

Provides courtroom testimony on progress reports, and non-compliance reports, including associated interviews conducted and expert witness testimony if needed.

Creates, maintains, and submits various records, and documents, and completes data field selections to ensure accurate data collection for statistical reports and other purposes.

Works with the Uintah County Sheriff's Office, Eighth District Court, Uintah County Attorney, Defense Attorney, law enforcement agencies in Uintah County, public/ private treatment and health providers, community supervision agencies, and community resource programs.

Adheres to the federal HIPAA law pertaining to the release of confidential information to all third-party communication without written consent. Adheres to guidelines set forth by the Department of Health and Human Services (DHHS), specifically the Office of Substance Abuse and Mental Health (OSAMH) concerning program policies.

Participates in the team staff meetings for program compliance, and program revisions, and assists with identifying job-related challenges. Provides direct support to effectively work as a

team with suggestive solutions for any challenges. Establishes and maintains teamwork and collaboration with the Uintah County criminal justice programs as well as partnering agencies. Upon request, participates in various committees which members consist of law enforcement agencies, community supervision (AP&P, private probation programs), certified treatment providers (public, private), and community resource programs in efforts to coordinate care, maintain a fluid system, and extend support if applicable.

Participates in employee reviews as needed. Is available to support staff in other areas of the program as needed.

Maintain professional certification, and skills in a related field of case management. Participates in continued education which includes: best practices for clinical and court documentation, evidence-based case management techniques and assessments, maintains expertise on current trends, community resources, and developments in the field of behavioral health, trauma, abuse, criminogenic behavior, and other pertinent topics.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in social work, social science, criminal justice, or a related field preferred.

OR

B. Utah Case Management Certification

OR

C. Four years of equivalent work experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of Behavioral health practice methods and techniques; Criminogenic risk factors and treatment modalities; Understanding evidence-based assessment reports and coordinated care to develop a case action plan; Understanding language and cognitive ability; criminal justice system; laws, ordinances, and policies relevant to work performed.

Skill in: Crisis intervention techniques; clinical documentation, evidenced-based interviewing techniques; court documentation and reporting; basic computer programs, word processing, and document composition.

Ability to: Conduct evidence-based case management services of adults that are within the criminal justice system, as well as family members and various individuals that pertain to the way of living current/history; identify participants with physical and mental disabilities; identify and assess symptoms of current substance use; communicate effectively verbally and in writing; maintain files, records, and reports; coordinate multiple tasks efficiently.

Bilingual English/Spanish is desirable but not required.

3. Special Requirements:

Must possess a valid Utah Driver's License and successfully pass a full background check.

4. Work Environment: The incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities that generally do not involve muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, seeing, and common eye-hand-finger dexterity. The mental application requires memory for details and verbal/written instructions, emotional stability, discriminating thinking, and creative problem-solving. Regular travel throughout Uintah County and periodic travel outside of Uintah County is required in the normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)