

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

Qualified candidates should demonstrate an ability to work independently and with minimal supervision. Incumbent serves as Case Manager for the Community Justice Center. Incumbent will be responsible for administering and implementing any/all program goals and objectives as outlined by the Indiana Department of Correction. Incumbent must have knowledge of the judicial system, courts, case management, etc. Qualified candidates should possess education and/or experience and training equivalent to a Bachelor's Degree in criminal justice, social work, or related field. This is a two year grant funded position with potential for renewal.

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 program participants on a daily basis. Ensuring compliance with program rules and regulations, monitoring compliance with individual treatment case plans, as well as modeling pro-social behavior
- * Ability to work independently with minimal supervision as well as possess strong interpersonal skills.
- * Must be computer literate
- * Applicants must also be willing to work in other departments when warranted
- * 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
- *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 agencies deadlines i.e. statistical reports, violations, case plans, progress reports etc.
- *Must be able to be certified in the Indiana Risk Assessment System (IRAS)
- *Ability to provide encouragement/guidance in modifying attitudes and patterns of behavior
- *Must be able to establish and maintain a working relationship with referral sources such as local judiciary system, prosecuting attorneys, probation/parole departments, courts, prison system, victim advocates, and various social service agencies
- *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 and modeling pro-social behavior.
- *Ability to maintain participant's files, completing program status, case management system, tracking, monitoring and other forms and reports
- *Ability to testify in court proceedings when necessary
- *Ability to teach cognitive behavioral programming
- * Ability to conduct alka-sensor and urine screen testing and prepare required reports and documentation.
- *Closely monitor program fees
- * Other duties as assigned

To be considered, please send a cover letter, resume and three (3) references to Ann Roberts, Executive Director, at the Community Justice Center located at 119 Jackson Street, Anderson, Indiana or aroberts@madisoncounty.in.gov by October 6, 2016 at 9:00 am. The Community Justice Center is an Equal Opportunity Employer (EOE).