

## **CASE MANAGER – JOB DESCRIPTION**

### **GENERAL SUMMARY:**

**The Case Manager is directly responsible to his/her assigned LCDC Assessor/Supervisor and to the Facility Director. In consultation with the LCDC Assessor/Supervisor, he/she is responsible for developing the Individual Service Plan and the Continuum of Care Progress Summary for all offenders assigned to his/her caseload. The Case Manager provides all didactic and experiential teaching modules.**

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Complies with all aspects of the TPI Operational Policy and Procedures Manual (OPPM) and with the State Jail Policy and Procedures Manual (SJPPM).
- Participates with the LCDC Assessor/Supervisor in developing an Individual Service Plan for all assigned offenders.
- Delivers all components of the educational curriculum to offenders as determined by the ISP.
- Documents at least on a bi-weekly basis and more often as needed or assigned the offender's progress in the program utilizing the Individual Progress Summary.
- In consultation with the LCDC Assessor/Supervisor, completes the Continuum of Care Progress Summary for each offender who completes the program.
- Maintains regular communication verbally and in written form with the LCDC Assessor/Supervisor and with Department staff. Assures that information about the offenders needs and program progress is communicated with Department staff, Court officers, probation officers, social service agencies, or community organizations as appropriate or required. Documents this communication utilizing the "Case Management Correspondence Note" form.
- Attends job specific trainings sessions offered within and outside of organization to enhance job skills and knowledge.
- Ensures that all billing documents are correctly and accurately prepared and provided to the LCDC Assessor/Supervisor and/or the Facility Director in a timely manner.
- Case Managers who are certified Counselor Interns(CI) in the state of Texas shall administer the Addiction Severity Index (ASI) assessment tool under the supervision of a Qualified Credential Counselor (QCC).

### **KNOWLEDGE/SKILLS/ABILITIES:**

- Knowledge of and proven ability to successfully work with the TPI educational curriculum.
- Willingness and ability to work with a criminal justice population.
- Ability to present an educational module in a motivating, informing, and complete manner.
- Willingness to work in a therapeutic team approach.
- Good writing skills.

### **EDUCATION/TRAINING or QUALIFYING WORK EXPERIENCE:**

- Bachelors Degree in the Behavioral Sciences or
- Two (2) years experience in a correctional, treatment, behavioral modification, or teaching environment.

**This case manager job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be**

**requested to perform job-related responsibilities and tasks other than those stated in this job description.**