

**Hillsborough County
Position Description**

Position Title: Case Manager

Department: Department of Corrections

Reports To: Chief of Programs

Date: January 2016

GENERAL SUMMARY:

Under the supervision of the Chief of Programs, provides individual case management for all inmates to include, assessments and liaison for classification, facilitates life skills groups and coordinates contact with local providers and services. Makes appropriate referrals for proper placement prior to discharge, coordinates exit interviews to ensure reintegration. Refer inmates to other support services as needed.

ESSENTIAL JOB FUNCTIONS:

1. Effectively works with all inmates who are recommended for the SATCO Program.
2. Informs the inmates of all obligations, requirements, and expectations.
3. Ensures that all necessary forms are completed by the inmate.
4. Adheres to specified timelines for submitting reports and information to the Chief of Programs.
5. Utilizes approved forms and reporting procedures as outlined by the Chief of Programs.
6. Monitors the inmate and coordinates the services provided to the inmate.
7. Holds the inmate accountable for actions and infractions.
8. Provides written notification of non-compliance by the inmate to the Chief of Programs and, if appropriate to the inmate's prosecutor.
9. Performs alcohol/drug testing on inmates under the guidelines of Hillsborough County Department of Corrections.
10. Conducts and facilitates inmate review meetings which are scheduled deemed appropriate. There are two types of reviews: progress and action. A progress review is conducted to evaluate the inmate's performance. An action review is scheduled if there is an immediate concern about the inmate.
11. Documents and assesses information, statistics, data, and narratives regarding type, nature, and frequency of services delivered and SATCO Program of inmate outcomes.
12. Develops, assembles and presents written materials for use in the development of the SATCO Program.
13. Confers with other agencies on issues affecting an inmate and the agency to resolve potential conflicts and to implement changes.
14. Case Management – Manages and coordinates inmates in accessing services along with LEAD LADC, Housing, Employment and Medical Specialists (HEMS).
15. Has an understanding of and updates SATCO Program and files containing information on current agency policies and procedures.
16. Attends mandatory training.

17. Attends court hearings as needed.
18. Develops and maintains community networks and support.
19. Maintains the confidentiality of inmate records.
20. Maintains good communication skills; establishes and maintains positive working relationships with fellow employees, regulatory and/or law enforcement agencies, vendors, the public and among county departments.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as required by the Chief of Programs.
2. Stays proficient in the use of all case management and other computer hardware/software which increases the efficiency of the SATCO Program.
3. Exercises care in the operation of equipment and use of reference materials. Maintains work area in an orderly and safe manner.
4. Informs appropriate staff when office supplies are needed and ensures that supplies are maintained in proper fashion.
5. Performs similar and related duties as required or assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require knowledge equivalent to a bachelor's degree in casework, social services or related field and 2 or more years of related experience.
- The Case Manager must possess the knowledge, skills and abilities to perform the essential functions of the job and the necessary physical requirements.
- Requires the ability to plan and perform diversified duties requiring an extensive knowledge of a particular field and the use of a wide range of procedures, involving the exercise of judgment in the analysis of facts and conditions regarding individual problems or transactions to determine what actions should be taken within the limits of standard practice.
- Knowledge of the availability and use of community resources.
- Ability to communicate effectively and intervene directly with inmates.

SUPERVISORY RESPONSIBILITY:

None

WORKING CONDITION/PHYSICAL DEMANDS:

- Ability to receive detailed information through oral and written communication and make fine discriminations in sound and subject matter.
- Ability to work independently.
- Ability to sit and stand, particularly for sustained periods of time.

- Ability to work efficiently with frequent interruptions and respond appropriately to unexpected situations.
- Ability to interact effectively with inmates, mental health providers, educators, attorneys, law enforcement personnel, court personnel, fellow employees, victims, visitors, volunteers and the general public.
- Knowledge of legal terminology, practices and procedures.
- Proficient in the use of electronic equipment keyboarding and computer skills such as word processing, spreadsheets, database management, e-mail and Internet access/searches.
- Ability to plan and perform difficult work where only limited resources are available.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Hillsborough County Position Description

Position Title: **LADC (LEAD)**

Department: Department of Corrections

Reports To: Chief of Programs

Date: January 2016

GENERAL SUMMARY:

Under supervision of the Chief of Programs, provides substance use counseling services, assessment, case management and other supportive services to inmates in need of drug addiction or group counseling. Refer inmates to other support services as needed.

ESSENTIAL JOB FUNCTIONS:*

1. In cooperation with the Program Director, evaluate and modify program design for the purpose of meeting licensure requirements and needs of inmates. Will be the direct point of contact and liaison to the Chief of Programs.
2. Facilitate/participate groups regarding the disease of addiction and the recovery process consistent with maintaining good mental/physical health.
3. To oversee the clinicians (LADC's) to ensure all job duties are adhered to and carried out.
4. Plans, organizes, implements, and interprets program, goals, objectives, policies and procedures that are necessary for providing effective interventions, identifies strengths and needs, and presents issues to inmates.
5. Obtain information about inmates through interview, assessment, case history and observational techniques: evaluate date to determine appropriate treatment or referral.
6. Formulate program for treatment and rehabilitation of inmates, using knowledge of alcohol and drug abuse problems, and counseling and treatment techniques.
7. Provide therapeutic interventions as appropriate for inmates in crisis situations and for those inmates with serious disturbance problems.
8. Information and Referral – Assists the inmate to access appropriate community services. Refer inmates as need to appropriate medical or psychological evaluation and treatment.
9. Case Management – Manages and coordinates inmates in accessing services along with the Case Manager and Housing, Employment, and Medical Specialist (HEMS).
10. Community Relations – Provide/seek assistance from local police and other community agencies.
11. Keeps records/notes of existing caseload and ensures confidentiality.
12. Attend staff meetings and team conferences as assigned.
13. Provide trainings as needed.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require knowledge equivalent to a bachelor's degree in social work, counseling, human services, psychology or related field and 3-5 years of related experience. Master's degree is preferred.
- Licensure as an Alcohol Drug Abuse Counselor (LADC) with three years of experience.
- Ability to work with frequent interruptions and respond appropriately to unexpected situations.
- Requires the ability to plan and perform diversified duties requiring an extensive knowledge of a particular field and the use of a wide range of procedures, involving the exercise of judgment in the analysis of facts and conditions regarding individual problems or transactions to determine what actions should be taken within the limits of standard practice.
- Knowledge of the availability and use of community resources.
- Ability to communicate effectively and intervene directly with inmates.

SUPERVISORY RESPONSIBILITY:

Oversees the following positions:

Case Manager
LADC
HEMS

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Office environment, subject to extreme variations of temperature, noise, odors, safety issues, etc.
- Will use computer keyboards requiring eye-hand coordination and finger dexterity.
- Working in a treatment environment with some office setting.
- Performs activities with inmates.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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Hillsborough County Position Description

Position Title: LADC

Department: Department of Corrections

Reports To: Chief of Programs

Date: January 2016

GENERAL SUMMARY:

Under supervision of the Chief of Programs, provides substance use counseling services, assessment, case management and other supportive services to inmates in need of drug addiction or group counseling. Refer inmates to other support services as needed.

ESSENTIAL JOB FUNCTIONS:*

1. Under the supervision of the LEAD LADC, implement programs for the purpose of meeting licensure requirements and needs of inmates.
2. Facilitate/participate groups regarding the disease of addiction and the recovery process consistent with maintaining good mental/physical health.
3. Plans, organizes, implements, and interprets program, goals, objectives, policies and procedures that are necessary for providing effective interventions, identifies strengths and needs, and presents issues to inmates.
4. Obtain information about inmates through interview, assessment, case history and observational techniques: evaluate data to determine appropriate treatment or referral.
5. Formulate program for treatment and rehabilitation of inmates, using knowledge of alcohol and drug abuse problems, and counseling and treatment techniques.
6. Provide therapeutic interventions as appropriate for inmates in crisis situations and for those inmates with serious disturbance problems.
7. Information and Referral – Assists the inmate to access appropriate community services. Refer inmates as need to appropriate medical or psychological evaluation and treatment.
8. Case Management – Manages and coordinates inmates in accessing services along with Case Manager and Housing, Employment and Medical Specialist (HEMS).
9. Community Relations – Provide/seek assistance from local police and other community agencies.
10. Keeps records/notes of existing caseload and ensures confidentiality.
11. Attend staff meetings and team conferences as assigned.
12. Provide trainings as needed.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require knowledge equivalent to a bachelor's degree in social work, counseling, human services, psychology or related field and 3-5 years of related experience. Master's degree is preferred.
- Licensure as an Alcohol Drug Abuse Counselor (LADC) with three years of experience.
- Ability to work with frequent interruptions and respond appropriately to unexpected situations.
- Requires the ability to plan and perform diversified duties requiring an extensive knowledge of a particular field and the use of a wide range of procedures, involving the exercise of judgment in the analysis of facts and conditions regarding individual problems or transactions to determine what actions should be taken within the limits of standard practice.
- Knowledge of the availability and use of community resources.
- Ability to communicate effectively and intervene directly with inmates.

SUPERVISORY RESPONSIBILITY:

None

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Working environment, subject to extreme variations of temperature, noise, odors, safety issues, etc.
- Will use computer keyboards requiring eye-hand coordination and finger dexterity.
- Working in a treatment environment with some office setting.
- Performs activities with inmates.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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**Hillsborough County
Position Description**

Position Title: **Housing, Employment,
Medical Specialists (HEMS)**

Department: Department of Corrections

Reports To: Chief of Programs

Date: January 2016

GENERAL SUMMARY:

Under the supervision of the Chief of Programs, is primarily responsible for working with inmates to develop an intensive case plan that addresses their barriers to housing, employment, medical services and community services. The HEMS facilitates groups or individual meetings on housing, resume writing and acquiring employment, and medical services. Work with local organizations and employers as a liaison for electronic monitoring, work release and community work crews. Makes appropriate referrals for proper placement prior to discharge, coordinates exit interviews to ensure reintegration. Refer inmates to other support services as needed.

ESSENTIAL JOB FUNCTIONS:

1. Effectively works with all inmates who are recommended for the SATCO Program.
2. Informs the inmates of all obligations, requirements, and expectations.
3. Ensures that all necessary forms are completed by the inmate.
4. Adheres to specified timelines for submitting reports and information to the Chief of Programs.
5. Conducts interviews to identify level and type of appropriate services.
6. Assists clients with access to housing, employment, and medical services and other community programs.
7. Holds the inmate accountable for actions and infractions.
8. Provides written notification of non-compliance by the inmate to the Chief of Programs. and, if appropriate to the inmate's prosecutor.
9. Performs alcohol/drug testing on inmates under the guidelines of Hillsborough County Department of Corrections.
10. Provides community education and resource services.
11. Documents and assesses information, statistics, data, and narratives regarding type, nature, and frequency of services delivered and SATCO Program of inmate outcomes.
12. Case Management – Manages and coordinates inmates in accessing services along with LEAD LADC and Case Manager. Conduct needs assessments and initiating support services.
13. Attends mandatory training.
14. Maintains the confidentiality of inmate records.
15. Maintains good communication skills; establishes community networks and maintains positive working relationships with outside agencies on behalf of the inmates.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as required by the Chief of Programs.
2. Stays proficient in the use of all case management and other computer hardware/software which increases the efficiency of the SATCO Program.
3. Exercises care in the operation of equipment and use of reference materials. Maintains work area in an orderly and safe manner.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require knowledge equivalent to a bachelor's degree in social services or in a related field and 2 or more years of related experience.
- The HEMS must possess the knowledge, skills and abilities to perform the essential functions of the job and the necessary physical requirements.
- Requires the ability to plan and perform diversified duties requiring an extensive knowledge of a particular field and the use of a wide range of procedures, involving the exercise of judgment in the analysis of facts and conditions regarding individual problems or transactions to determine what actions should be taken within the limits of standard practice.
- Knowledge of the availability and use of community resources.
- Ability to communicate effectively and intervene directly with inmates.

SUPERVISORY RESPONSIBILITY:

None

WORKING CONDITION/PHYSICAL DEMANDS:

- Ability to receive detailed information through oral and written communication and make fine discriminations in sound and subject matter.
- Ability to work independently.
- Ability to sit and stand, particularly for sustained periods of time.
- Ability to work efficiently with frequent interruptions and respond appropriately to unexpected situations.
- Ability to interact effectively with inmates, mental health providers, educators, attorneys, law enforcement personnel, court personnel, fellow employees, victims, visitors, volunteers and the general public.
- Knowledge of legal terminology, practices and procedures.
- Proficient in the use of electronic equipment keyboarding and computer skills such as word processing, spreadsheets, database management, e-mail and Internet access/searches.
- Ability to plan and perform difficult work where only limited resources are available.

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