

Allen County Court of Common Pleas
Probate & Juvenile Divisions

MEMORANDUM
JOB OPENING

TO: All Interested Applicants

FROM: Carolyn Wynn, Human Resources Director
cwynk@allencountyohio.com

DATE: September 09, 2021

RE: Job Posting: Case Manager

The Juvenile Division of the Allen County Court of Common Pleas is now accepting applications and/or letters of interest for the position of **Case Manager**. Current employees may apply for this position via email or letter to the Human Resources Director which **must** include an updated resume. Non-Employees must submit an employee application which can be downloaded from the web at:

<https://allenohioprobate.com/court-administration/human-resources/employment-opportunities/>

Non-Employee applicants are encouraged to submit an updated resume and post-secondary educational credentials along with their completed application. Non-Employee applicants are required to bring their driver's license, social security card, high school diploma (or equivalent), and DD-214 (if applicable) to their initial interview.

Deadline to Apply: Monday, September 27th by 8:00 AM

Pertinent Information

- **Civil Service Status:** Unclassified
- **FLSA Status:** Non-Exempt (Hourly Based)
- **Department:** 062- Detention/Treatment Center
- **Appointment Status:**
 - Full Time:
- **Schedule:**
 - The payroll work week runs Thursday through the following Wednesday
 - Scheduled hours are rotating shift 3 PM – 11 PM with Sunday and Monday off.
[Subject to change.]
- **Base Salary:**
 - \$15.8559 per hour
 - Current Employees moving from one base salary to another will have their current salary adjusted by the difference between the two bases.
 - This position is paid bi-weekly on every other Wednesday.
- **Supervision of Staff:** None
- **Table of Organization:**
 - Direct Supervisor: Clinical Director
 - Department Head: Director of Detention Services
- **See attached job description for essential duties, responsibilities, and qualifications.**

Allen County Court of Common Pleas;
Probate and Juvenile Division
Allen County Juvenile Detention Center
Judge Todd E. Kohlrieser

JOB DESCRIPTION

JOB TITLE
Case Manager

FLSA STATUS:	Non Exempt	EMP. STATUS:	Full Time
EXEMPT TYPE:	Not Applicable	CS STATUS:	Unclassified
DIRECT SUPERVISOR:	Clinical Director		

DISTINGUISHING JOB CHARACTERISTICS

Under administrative direction and clinical supervision, provides assistance and support for treatment related services and interventions for residents in the residential treatment program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide case management services for residents participating in the secured residential treatment program.
- Observe and record resident behavior, administer discipline, interact with residents, meet with residents after adverse situations involving negative behavior or response to resistance incidents to determine resident's emotional and/or medical status. Evaluate resident's condition, attitude and behavior to determine plan of action to reinstate resident to full participation in programs.
- Maintain records on file reflecting resident's daily activity, disciplinary actions taken, friction, behavioral incidences, group participation and other required information to document resident's behavior and actions.
- Maintain accurate and up to date case notes on each resident docketing all pertinent information.
- Follow through to administer various physiological tests, drug screening tests and other such tests ordered by the Court.
- Maintain and oversee the Center's privilege commissary to include managing a token economy for the purposes of recognizing and rewarding positive and/or pro-social behaviors in accordance with a modality established by the Center's contracted Clinical Supervisor. Ensure the integrity and proper use of the privilege commissary.

- Intervene in situations, prevent escalating noncompliant behavior, bring a resident under control and prevent resident resistance when possible.
- Participate and provide input to the Treatment Team regarding behavioral issues, program participation, attitudes, accomplishments, setbacks, emotional issues, and all other pertinent information involving residents.
- Plan, develop and implement group intervention sessions with residents. Facilitate small group sessions in accordance with program/curriculum requirements and standards.
- Plan, record and make arrangements for transport to appointments as required for residents outside the Center.
- Provide input into programming, resident handbook and Center policy and procedure manual.
- Maintain the physical security and safety of the Center and report concerns according to procedure.
- Acts as liaison between various social and educational services and oversees the daily activities of assigned residents within the treatment program.
- Maintains contact with the courts and collateral agencies to provide information and to collaboratively plan for youths individual treatment programs and post release plan of services.
- Participates in the development and implementation of treatment plans by identifying problem areas, outlining problems to be addressed, objectives, methods to be used and anticipated results.
- Participates in multi-disciplinary team meetings to provide input for individual case planning strategies for developing program services for the treatment program.

OTHER DUTIES AND RESPONSIBILITIES

- This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.
- Create, prepare, write and maintain required and applicable information in records, case notes, performance ratings forms, progress reports, tracking reports, surveys, incident reports, intake logs, general forms, daily logs, medical charts, and all other forms, documents, and reports as required.
- Transport residents to scheduled appointments, emergent hospital visits, court appearances, etc. Maintain supervision of all residents under escort at all times. Prevent the escape of any resident attempting such whenever possible.

- Attend to the basic needs of the residents to include providing adequate food, shelter, and clothing.
- Maintain a flexible working schedule as required for the safety and security of the Facility.
- Maintain personal safety & security while also ensuring the safety & security of co-workers, civilians, and residents. At all times, all actions should serve to ensure the overall safe, secure, sanitary, & efficient operations of the Center.
- Maintain knowledge of compliance with, and ability to impact the policies and procedures of the Allen County Juvenile Court, the Walter J. Roush Juvenile Detention Center, the Prison Rape Elimination Act of 2003, and Chapter 5139-37 of the Ohio Administrative Code.
- Set a positive example for youth by professional conduct and responsible adult behavior.
- Make sound, reasonable decisions and judgments regarding daily operations, job performance, and emergency situations.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

County vehicle, computers & related equipment (power point projector, document camera, etc), televisions & DVD players/recorders, radios, telephone system, smart phones, tablets, and other communication equipment, security equipment: video, audio, man-down alarms, weather alert radio, OC defensive aerosol, handcuffs, shackles, emergency restraint chair, metal detector (hand held & walk through), clothes washer & dryer, first aid equipment, BP cuff, A.E.D., bandages, infection control, security search equipment, kitchen appliances, dumbwaiter, vacuum, recreation equipment, water hose and cleaning tools.

CONTACT WITH OTHERS

Judge, Court Administrator, department heads and supervisors, court personnel and co-workers, guest speakers, vendors, inspectors, and other members of the general public, residents (youth detainees) and their parents, guardians, or custodians, law enforcement, medical, and other safety services professionals, educators, elected officials, community partners, representatives of network agencies, and service providers.

CONFIDENTIAL DATA

All information, files, images, communications, documents, electronic data, etc is to be considered confidential in nature unless otherwise indicated. Release of any information must be in accordance with policy or under direction from the Judge, Court Administrator, or Department Head.

All employees of the Allen County Juvenile Detention Center are required to sign a confidentiality agreement.

WORKING CONDITIONS

The Allen County Juvenile Detention Center is a secured correctional facility housing pre and post adjudicated delinquent children. As in all correctional facilities, there is the potential for injury or even serious bodily harm or death. All residents of the facility should be considered dangerous as some residents have the potential to be threatening, hostile, and violent. Additionally, there is a potential for exposure to threatening and/or hostile family members and/or friends of detained residents. Given the nature of the Center's work and the type of clients served, an environment with elevated stressors is routine. Otherwise, the facility is a well organized, maintained, and clean environment with good office working conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Chapter 5139-37 of the Ohio Administrative Code; the Facility's chain of command and its operational and programmatic functions; the Court & Facility's policy & procedures manual; the facility's emergency procedures and the Juvenile Justice System and acceptable work ethics.

Ability to: Impart supervision, leadership, direction and guidance to staff in practical work situations and emergencies. Develop a positive rapport and maintain effective working relationships with residents, staff, and the public. Communicate effectively and accurately and disseminate and reiterate information. Exercise sound judgment in dealing with possible sensitive personnel issues. Analyze problems and recommend viable solutions. Detect noises and visually observe activities for safety and security. Plan and organize work duties in addition to assigned or delegated duties and responsibilities in a manner acceptable to management. Maintain operational focus, efficiency, professionalism, and positive work results in a high stress environment.

Skill in: Verbal de-escalation of angry, hostile, or violent residents and response to resistance. Responding to and decision making during emergency situations. Detecting and mitigating threats to facility security and/or the safety of the residents, staff, and public.

QUALIFICATIONS

An appropriate combination of education, training, course work, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable minimum qualification is: an Associate's Degree or Bachelor's Degree from an accredited college or university in a Behavioral or Social Science or related field. Work experience which evidences a general understanding

of the juvenile justice system & correctional facility operations, knowledge of programmatic services & interventions, knowledge of case management which includes assessing, planning, developing, implementing, monitoring, and evaluating options and services to meet an individual's human service needs, knowledge of making recommendations as part of a resident's treatment plan such as clinical treatment, counseling, or determining eligibility for health or human services, benefits, knowledge of behavior management such as understanding, explaining, describing and predicting behavior, studying the connection between behavior and its causes and identifying appropriate behavior modification strategies for individual situations, six months experience in interpreting laws, rules, regulations, standards, policies, and procedures, six months experience in narrative report writing, history of sound decision-making & program compliance.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

- Valid Ohio Motor Vehicle Operator's License
- Current Certification in American Heart's Heart-Saver + First Aid w/AED curriculum or equivalent.
- Certification in the use of O.C. Defensive Aerosol or ability to acquire the same within 30 days of appointment.
- Certification in the Ohio Peace Officer's Training Academy's defensive tactics curriculum or ability to acquire the same within 3 months of employment.
- Ability to obtain certification in group facilitation of cognitive behavioral intervention methods as required by current program curriculum and standards.

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

Employee

Date

MANAGEMENT APPROVAL

Department Head

Date

Human Resources Director

Date

Court Administrator

Date

Judge

Date