



COMMUNITY PARTNERS IN ACTION

MISSION OF CPA:

Community Partners in Action is a non-profit agency building community by providing services that promote accountability, dignity, and restoration for people affected by the Criminal Justice System.

POSITION DESCRIPTION

TITLE: Case Manager
PROGRAM: Manchester AIC

CLASSIFICATION: Non-exempt
SALARY GRADE:

POSTING PERIOD – June 30, 2017 – July 14, 2017

REPORTING RELATIONSHIPS:

POSITION REPORTS TO: Program Manager

POSITIONS SUPERVISED: N/A

POSITION REQUIREMENTS: Bachelor's degree plus two years experience in social services field. Equivalent work experience will be considered in lieu of education. Knowledge of criminal justice and court systems and the ability to interact with people of diverse backgrounds. Must have strong written and oral communication skills. Experience in conducting assessments and case management functions preferred. Must have valid driver's license. Must possess strong computer skills. Bi-lingual (English/Spanish) skills helpful.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Conduct client orientation and assessment (LSI-R and ASUS) using motivational enhancement strategies
- Maintain caseload comprised of pre-trial and probation clients
- Prepare clients' individual service plans based on assessment outputs
- Provide recommendations for the coordination and sequencing of program services for clients
- Recognize and address client ambivalence and resistance and help clients maintain motivation to change
- Coordinate and follow up on client referrals to community based services, as necessary and appropriate
- Monitor client behaviors and implement program behavior management system on a consistent basis
- Supervise urine tests as required
- Complete the necessary case documentation on each client in a timely manner, as established by the Program Manager
- Input client data into the Contractor Data Collection System (CDCS) and maintain, update, and utilize the data as directed by the Program Manager
- Utilize the CPA Case Management System as directed by Program Manager

- Serve as a role model to clients and staff and model pro-social behaviors
- Prepare progress and discharge reports that are accurate and timely
- Remain current on research and literature reviews with “what works” in changing offender behavior and recidivism reduction
- Attend and participate in all trainings and booster sessions related to position, as directed by Program Manager
- Solicit client satisfaction feedback
- Establish appropriate boundaries with client and significant others
- Participate in quality assurance review of client sessions and assessment
- Recognize client anti-social thinking, feeling, and acting and demonstrate and reinforce concrete alternatives
- Participate in related seminars, panels, and workshops to enhance visibility of agency

POSITION INTERCHANGEABILITY:

- Perform duties of other staff as required

REPORTS TO: Program Manager

Apply via e-mail: resumes@cpa-ct.org (MS Word documents only)
Apply via fax: (860) 967-3280