

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER III -  
Reentry Coordinator

SALARY GROUP: B15

DEPARTMENT: Reentry and Integration Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: April Zamora DATE: 05/17/2013

POSITION #: 040037

**I. JOB SUMMARY**

Performs highly complex case management work. Work involves reviewing and tracking case management activities; and assisting in developing program goals, objectives, and procedures. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Performs complex case management for the reentry and integration of offenders discharging from a correctional facility; assists in the development of program policies and procedures; assists with program monitoring and evaluation; and assists with coordinating activities to produce an effective reentry transitional process.
  - B. Reviews offenders referred to the program and tracks progress through the case management process; conducts offender assessments to identify workforce and reentry barriers; implements criteria for identification of offender needs; and develops and implements case plans to address removal of offender deficiencies.
  - C. Coordinates with appropriate agencies in obtaining necessary offender identification documents; assists in offender eligibility and application for various reentry benefits and services; and works with and provides liaison with program staff, government agencies, offender families, faith-based support groups, and other organizations.
  - D. Develops and maintains records on participating offenders; documents case records and reviews reports; and compiles and analyzes data and prepares summary reports.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in a Behavioral Science, Education, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning case processing, case management, social services, criminal justice, or human services experience.
3. Reentry programs, transitional employment planning, parole, or probation experience preferred.
4. Computer operations experience preferred.
5. Governmental agency experience preferred.

**B. Knowledge and Skills**

1. Knowledge of case management principles, objectives, standards, and methods.
2. Knowledge of community and government service delivery systems and case management delivery systems.
3. Knowledge of agency programs that address offender assessment and offender needs preferred.
4. Knowledge of job market and job training procedures preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Knowledge of motivational interviewing concepts and techniques preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in problem-solving techniques.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to assess offender needs and coordinate offender services.
14. Skill in interviewing and conducting individual needs assessments.
15. Skill in motivational interviewing preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.