

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN SERVICES SPECIALIST V -
Reentry and Integration

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: 02/24/2016

POSITION #: 040074

I. JOB SUMMARY

Performs highly complex social service and case management work. Work involves collecting, preparing, and reviewing cases to facilitate access to medical, educational, social, and other services; and providing intervention and frequent contact with individuals, facilities, and service providers. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates and reviews case work services for offenders with physical, mental, emotional, and social problems at TDCJ contracted halfway houses; assists psychiatrists, physicians, and other medical professionals in the rehabilitation of offenders; and monitors offenders' case status and communicates status to offender families and service providers.
 - B. Coordinates interviews of offenders, their families and friends, or authorized representatives to collect information necessary to determine program eligibility and obtain social and developmental history and status; reviews life needs assessments and develops and selects appropriate offender support and treatment plans; explains program benefits, requirements, rights of appeal, and fair hearings to offenders and their families; and assists offenders in completion of benefit entitlements as appropriate.
 - C. Participates in unit administration and program development; and develops program policies and procedures.
 - D. Speaks to community groups, attends board and community meetings, and serves on committees; and provides training, consultation, and technical assistance to staff, program contractors, and program providers.
- * 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, Criminal Justice, Social Work, 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 management, case processing, human services, social services, or criminal justice experience.

B. Knowledge and Skills

1. Knowledge of community, government service, and case management delivery systems.
2. Knowledge of case management guidelines, regulations, and policies.
3. Knowledge of mental illness and the emotional components of physical illness.
4. Knowledge of individual needs associated with disabilities.
5. Knowledge of available community resources and methods of accessing them.
6. Knowledge of rehabilitation methods.
7. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
8. Knowledge of interviewing concepts and techniques.
9. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
10. Skill to communicate ideas and instructions clearly and concisely.
11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
12. Skill to convey instructions and explanations to clients and interested parties.

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13. Skill to negotiate available services.
14. Skill to assess compliance.
15. Skill to interpret and apply rules, regulations, policies, and procedures.
16. Skill in administrative problem-solving techniques.
17. Skill in interviewing and in conducting individual needs assessments.
18. Skill to review technical data and prepare technical reports.
19. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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.