

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER II -  
Transitional Case Manager

SALARY GROUP: B13

DEPARTMENT: Rehabilitation Programs 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: Denine R. Johnson DATE: 03/14/2016

POSITION #: 045025

**I. JOB SUMMARY**

Performs moderately complex case management work. Work involves developing and maintaining long-term contact with offenders, offender families, and service providers for medical, social, educational, and related service needs. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Coordinates release activity with the Correctional Institutions and Parole Divisions; establishes a communication network with transitional treatment centers; and interviews offenders to gather information to assess service needs.
- B. Participates in treatment team activities; assists in the quality assurance process in order to maintain professional standards of individual care; develops and implements service plans to meet offender needs; and identifies problem areas, service gaps, and areas that are barriers to services for offenders.
- C. Maintains a current list of licensed and approved substance abuse treatment service providers; facilitates communication with the Peer Support Network throughout the state; and coordinates service provider activities.
- D. Prepares and maintains reports, case files, and records of offenders referred or placed in transitional programming.

\* 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. Sixty semester hours 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 or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning case processing, counseling, offender case management, or social work experience.
3. Substance abuse treatment experience preferred.

**B. Knowledge and Skills**

1. Knowledge of case management principles, objectives, standards, and methods.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency Substance Abuse Treatment Program policies and procedures preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to coordinate work with a multi-disciplinary team of professionals.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to review technical data and prepare technical reports.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain accurate records, files, and reports.

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**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, climb stairs, 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, excessive or intermittent noise, 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.