

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER III -
Administrative Segregation Programs

SALARY GROUP: B15

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: Marvin Dunbar DATE: 05/23/2012

POSITION #: 045309

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. Provides ongoing case management and reviews and tracks case management activities for administrative segregation offenders; interviews offenders to gather information to assess service needs and review progress and compliance within the program; and participates in team meetings for individualized program planning, behavioral interventions, and reentry planning.
 - B. Assists with program monitoring and evaluation; identifies problem areas, service gaps, and areas that are barriers to services; and participates in the quality assurance process to ensure quality services.
 - C. Provides liaison with service providers; and assists with intra-agency and interagency services coordination and referrals.
 - D. Documents and maintains offender program activity and case management records; and prepares and reviews reports.
 - E. Prepares and presents educational materials in individual and group settings.
- * 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 Health, Social Services, 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 criminal justice, social services, case processing, or case management experience

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 and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in interviewing.
5. Skill to assess offender needs.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill to review technical data and prepare technical 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, 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.