

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER II -
Rehabilitation Specialist

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: Pam Carey DATE: 09/23/2013

POSITION #: 045328

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. Interviews offenders to identify service needs, problem areas, service gaps, and areas that are barriers to services; develops and implements service and treatment plans to meet offender needs; and participates in treatment team meetings.
 - B. Coordinates activities within the treatment program; carries a caseload for cognitive-based services; works with the treatment team to monitor offender progress; and makes recommendations in treatment planning.
 - C. Provides ongoing case management and serves as a liaison between offenders, offender families, and service providers; implements follow-up and aftercare plans for offenders who participate in the program; and disseminates information on community resources for offender placement in follow-up treatment.
 - D. Maintains offender case files and other records regarding services provided to include workload statistics; prepares lesson plans; and assists in the preparation and presentation of educational modules.
 - E. Conducts didactical group sessions; assists in preparing and conducting offender orientation and intake sessions; and monitors the operation of peer support and twelve step recovery groups.
- * 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 Psychology, Sociology, 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 offender case management, counseling, case processing, substance abuse treatment, or rehabilitative programming experience.
3. Correctional treatment experience preferred.
4. Letter of registration as a Counselor Intern or current, valid license as a Licensed Chemical Dependency Counselor (LCDC) from the Texas Department of State Health Services preferred.

Current certification as a Certified Criminal Justice Professional Applicant Status (CCJP-A) or current, valid certification as a Certified Criminal Justice Professional (CCJP) as approved by the Texas Certification Board of Addiction Professionals 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 and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Knowledge of agency substance abuse treatment program policies and procedures preferred.
5. Skill to assess offender needs, coordinate offender services, and implement program services.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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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.

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.