

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER III -  
Administrative Segregation Transition Program

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: 10/30/2014

POSITION #: 045338

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Reviews offenders referred to the Administrative Segregation Transition Program (ASTP) and tracks progress; provides ongoing case management and education to ensure offenders develop the skills needed for successful transition to the general population; and interviews offenders to gather information to assess service needs.
  - B. Develops, presents, and conducts educational, confrontational, and role play groups in accordance with agency curriculum and standards; prepares reports on ASTP activities; documents case management and progress records of offenders; and assists in program monitoring and evaluation.
  - C. Identifies problem areas, service gaps, and areas that are barriers to services for offenders; and monitors the operation of peer support and twelve-step recovery groups.
  - D. Assigns and supervises the work of others.
- \* 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 Criminal Justice, Education, 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 social services, case processing, rehabilitative programming, or teaching experience.

**B. Knowledge and Skills**

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of case management principles, objectives, standards, and methods of rehabilitative assessments, instructional tools, and educational modalities.
3. Knowledge of anti-social and dysfunctional behaviors.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to assess offender needs.

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12. Skill to monitor program activities and recommend improvements.
13. Skill to gather, assemble, and present curriculum.
14. Skill to interpret and translate Spanish to English and English to Spanish 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, 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.