

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN SERVICES SPECIALIST VII -
Veteran Services

SALARY GROUP: B17

DEPARTMENT: Reentry and Integration Division

Page 1 of 3

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: 09/19/2023

POSITION #: 040138

I. JOB SUMMARY

Performs highly advanced and supervisory 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 minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees and evaluates case management services for the reentry and integration of special needs inmates being released to community residential facilities to include group homes and assisted living and nursing homes; coordinates pre-release referrals and placements for special needs inmates who require long-term medical care and for terminally ill inmates; and provides pre-release case management services, continuity of care, and follow up as needed.
 - B. Coordinates with medical staff, inmates, inmate families, and service providers to assess post release care needs; reviews medical needs assessments and develops and selects appropriate treatment plans; and identifies deficiencies in treatment plans and ensures problems are resolved.
 - C. Conducts comprehensive assessments to determine inmate eligibility for various federal and state entitlements and reentry benefits and services; assists inmates or clients in making application for benefits and services; and explains benefits and requirements to inmates or clients and inmate or client families.
 - D. Serves as point of contact for the Medically Recommended Intensive Supervision (MRIS) program; and provides liaison with program staff, governmental agencies, inmate or client families, faith-based support groups, and other organizations.
 - E. Prepares and oversees the preparation and maintenance of correspondence and required records, reports, and other documentation; and compiles and analyzes data and prepares summary reports.
 - F. Organizes, assigns, and reviews the work of others; and provides training and technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN SERVICES SPECIALIST VII -
Veteran Services

SALARY GROUP: B17

DEPARTMENT: Reentry and Integration Division

Page 2 of 3

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 four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four 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 and government service delivery systems 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 applicable state and federal laws, rules, regulations, and statutes.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill in interviewing and in conducting individual needs assessments.
12. Skill to review technical data and prepare technical reports.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN SERVICES SPECIALIST VII -
Veteran Services

SALARY GROUP: B17

DEPARTMENT: Reentry and Integration Division

Page 3 of 3

13. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

14. Skill to organize, assign, and review the work of others.

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, calculator, copier, fax machine, telephone, dolly, and automobile.