

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER III -
Sex Offender Rehabilitation Program

SALARY GROUP: B16

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: Christopher Carter DATE: 08/28/2023

POSITION #: 045212

I. JOB SUMMARY

Provides highly complex case management work. Work involves reviewing and tracking case management activities; and assisting in developing and maintaining long-term contact with inmates, inmate families, and service providers for medical, social, educational, and related service needs. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Interviews inmates to identify service needs, problem areas, service gaps, and areas that are barriers to services; develops and implements service plans to meet inmate needs; maintains case history and progress records; and prepares reports and evaluations.
- B. Assists in monitoring the activities within the therapeutic community; collaborates at treatment meetings to monitor inmate progress; and makes recommendations.
- C. Provides ongoing case management and serves as a liaison with inmates, inmate families, and service providers; implements follow-up and aftercare plans for inmates who participate in the program; and disseminates information on community resources for inmates upon release.
- D. Participates in training events; prepares lesson plans; and assists in the preparation and presentation of educational modules.

* 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. Graduation from an accredited senior high school or equivalent or GED.
2. Four years full-time, wage-earning case processing, social services, social work, inmate case management, or criminal justice experience.
3. Experience in sex offender rehabilitation experience in a psychological therapeutic environment 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. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill to plan work in order to meet established guidelines.
10. Skill to review technical data and prepare technical reports.
11. Skill to assess inmate needs, coordinate inmate services, and implement program services.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

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