

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER IV -
Sex Offender Rehabilitation Program

SALARY GROUP: B17

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: Rene Hinojosa DATE: 07/25/2019

POSITION #: 045213

I. JOB SUMMARY

Performs advanced case management work. Work involves overseeing case management and program activities; developing program goals, objectives, and procedures; and evaluating outcome measures for the program. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees case management and program activities; oversees maintenance of documentation on case management activities; informs staff of current methods, standards, and trends in case management; and participates in the quality assurance and utilization review processes for case management to ensure quality services.
 - B. Interviews offenders to identify service needs, problem areas, service gaps, and areas that are barriers to services; develops and implements service plans to meet offender needs; and assists with program monitoring and evaluation.
 - C. Monitors activities within the therapeutic community; collaborates at team meetings to monitor offender progress; makes recommendations; documents case records and other records regarding services provided to include workload statistics; and assists in the presentation of educational modules.
 - D. Provides ongoing case management and serves as a liaison between offenders, offender families, and service providers; implements follow-up and aftercare plans for offenders; disseminates information on community resources for offender placement in follow-up treatment; and coordinates intra-agency and interagency services and resolves referral problems.
 - E. Participates in training events; and trains and provides technical assistance to 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 a Psychology, Social Work, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning sex offender rehabilitation experience in a psychological therapeutic environment.
3. Credentialed as a Licensed Social Worker preferred.

B. Knowledge and Skills

1. Knowledge of case management principles and practices.
2. Knowledge of sex offender treatment principles, methods, techniques, and practices in correctional rehabilitation programs.
3. Knowledge of classroom dynamics.
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 to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill to plan work in order to meet established guidelines.

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12. Skill in interviewing.
13. Skill to demonstrate the ability to utilize available community resources.
14. Skill to assess offender needs and coordinate offender services.

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

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER III -
Sex Offender Rehabilitation 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: Joseph A. Bon-Jorno DATE: 05/08/2017

POSITION #: 045212

I. JOB SUMMARY

Provides 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. Reviews offenders referred to the Sex Offender Rehabilitation Program and tracks progress through the program; interviews offenders to identify service needs, problem areas, service gaps, and areas that are barriers to services; develops and implements service plans to meet offender needs; and assists with program monitoring and evaluation.
 - B. Monitors activities within the therapeutic community; collaborates at team meetings to monitor offender progress; and makes recommendations.
 - 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; disseminates information on community resources for offender placement in follow-up treatment; and assists with intra-agency and interagency service coordination and referral problems.
 - D. Documents case records and other records regarding services provided to include workload statistics; and assists in the preparation and presentation of educational modules.
 - E. Participates in training events; and assists in training others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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POSITION TITLE: CASE MANAGER III -
Sex Offender Rehabilitation Program

SALARY GROUP: B15

DEPARTMENT: Rehabilitation Programs Division

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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, Social Work, 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 sex offender rehabilitation experience in a psychological therapeutic environment.
3. Licensed Social Worker preferred.

B. Knowledge and Skills

1. Knowledge of case management principles and practices.
2. Knowledge of sex offender rehabilitation principles, methods, techniques, and practices in correctional rehabilitation programs.
3. Knowledge of available community resources and methods of accessing them.
4. Knowledge of classroom dynamics and professional personnel interaction.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
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 in interviewing.
9. Skill to identify offender service needs and implement service plans.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill in problem-solving techniques.

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12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to plan work in order to meet established guidelines.
14. 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, 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, dolly, telephone, and automobile.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
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POSITION TITLE: CASE MANAGER II -
Sex Offender Rehabilitation Program

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: Rene Hinojosa DATE: 07/25/2019

POSITION #: 045211

I. JOB SUMMARY

Provides 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 plans to meet offender 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 offender progress; and makes recommendations.
- 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. 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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POSITION TITLE: CASE MANAGER II -
Sex Offender Rehabilitation Program

SALARY GROUP: B13

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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 Psychology, Social Work, or a related field preferred. Each year of full-time, wage-earning criminal justice rehabilitation experience may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Sex offender rehabilitation or criminal justice rehabilitation experience preferred.

B. Knowledge and Skills

1. Knowledge of case management principle 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 offender needs, coordinate offender services, and implement program services.

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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, dolly, and automobile.