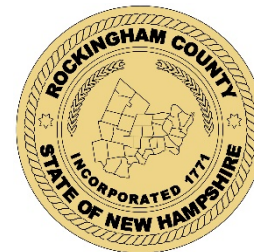


**Rockingham County
Department of Human Resources**

Career Opportunity



Position Title: Case Manager

Salary Range: \$17.43- \$24.12
Dependent upon Experience

Department: Corrections /Human
Services

Status/Shift: Full Time Exempt

Posted: 8/02/2018

Closing: 8/20/2018

Purpose/Scope: This position will be actively involved in the daily operations of assessing the needs of inmates within the department of corrections though the enforcement of facility policies and procedures. Under the general supervision of the RCDC Superintendent and the direct clinical supervision of the Mental Health Supervisor performs the following duties:

Essential Job Functions: Identifies through intake process of inmates needs of support services. Assesses inmate's needs and develops a service plan to assist the inmates in linking with appropriate services. Monitors inmates' progress with service plan under the supervision of the Mental Health Supervisor. Acts as an inmate liaison through permitted communications on behalf of the inmate with the Department of Corrections as well as outside agencies. Establishes and maintains effective working relationships with co-workers, correctional personnel, public officials, governmental authorities, the general public, inmates and their families. Assists inmates with community transition by developing a transition plan; assists inmates with making connections to community base agencies and service providers. Possess a working knowledge of community resources for mental health, substance abuse, housing and assistance programs. Makes referrals and develops relationships in conjunction with Corrections liaisons and agencies such as Veterans Affairs, Sex Offender Program, Probation, Attorneys, court ordered evaluations, Parenting Programs, medication management, mental health services and substance abuse treatment. Assists inmates to obtain identifying documents for use upon release. Assists inmates with registration for applicable qualifying assistance such as NH Medicaid, applying for housing or food stamps through Department of Health and Human Services. Maintains documentation and communicates following HIPPA guidelines for confidentiality pertaining to inmates. Monitors and documents recommendations as outlined in court orders as it pertains to services needed prior to release as well as referrals to court recommendations post release. Maintains on-going records pertaining to inmates and services for the purpose of yearly statistics. Adheres to policy, procedures, rules and regulations as set by the Rockingham Department of Corrections. Assists in the development and implementations of current procedures for case management. Engages in frequent contact with the public through meetings with inmate's families, community groups, volunteers and through other programs to facilitate ongoing, progressive relations with participants. Other contacts are typically courts, Sheriff's departments, police departments, probation offices, social services and counseling authorities.

Other duties and responsibilities: Performs duties for other members of the Human Services Department in their absence with the approval of supervisor. Attends trainings as directed by the Mental Health Supervisor. Ability to work individually and also as a team member. Performs other similar or related duties as required or directed.

Knowledge, Skills, and Abilities Required: Duties require completion of Bachelor's Degree (B.A.) from a four-year college or university with a major in Psychology, Behavioral Health, Social Services, Criminal Justice or related field. Prior experience in social services or criminal justice or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Ability to recognize and identify anti-social behavior, mental health issues and criminal thinking behaviors for the purpose of developing corrective action. Knowledge of mental health, substance abuse and general resources, specifically offered in Rockingham County. Ability to demonstrate a clear understanding of criminal justice system issues and dynamics preferred. Application of classification, counseling and case management techniques required. Knowledge of the DSM-5, Stages of Change and co-occurring diagnosis. Excellent organizational skills, written and oral communication as well as the ability to plan and prioritize multiple tasks is necessary. The employee must occasionally lift and/or move up to 25 pounds.

Submission Requirements: Employment application, resume and cover letter required.

Apply to: Human Resources Department

Email: Careers@co.rockingham.nh.us

Mail: Rockingham County Rehabilitation & Nursing Center, 117 North Road, Brentwood, NH 03833

Applications are available:

1. Online at www.co.rockingham.nh.us
2. In person at Human Resources, 111 North Road, Brentwood, NH
3. In person at County Complex – Receptionist, 117 North Road, Brentwood, NH

EQUAL EMPLOYMENT OPPORTUNITY

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.