

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Jason Black
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

COMMUNITY CORRECTIONS: CASE MANAGER

Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537

Or

Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$19.75 PER HOUR

APPLICATIONS WILL BE ACCEPTED THROUGH TUESDAY,

AUGUST 2, 2022.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Case Manager
Community Corrections

CC/3
Job Grade: 14

JOB SUMMARY

This position is responsible for providing comprehensive supervision and case management for an assigned caseload of Community Corrections program participants.

MAJOR DUTIES

- Monitors Felony Diversion inmates ordered by the court to participate in the Community Corrections program.
- Completes risk assessments for all participants.
- Maintains statistical reports related to the Felony Diversion program.
- Assists and refers inmates for mental health and other treatment.
- Schedules home visitors with inmates to verify the validity of addresses.
- Attends court as required when subpoenaed or for revocation hearings.
- Updates inmate contact information.
- Transports inmates to and from treatment.
- Updates case files.
- Enters inmate drug screen results.
- Verifies inmate employment verifications.
- Assists with drug screen laboratory operations as needed.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the judicial system.
- Knowledge of case management principles.

- Knowledge of community resources.
- Knowledge of risk assessment principles and practices.
- Knowledge of relevant local, state, and federal laws.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and concise reports.
- Skill in oral and written communication.
- Skill in the use of computers and job-related software programs.

SUPERVISORY CONTROLS

The Director of Community Corrections assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include court orders and program policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related case management duties. The unique needs of each participant contribute to the complexity of the position.
- The purpose of this position is to manage a caseload of program participants. Success in this position contributes to participant compliance with court requirements.

CONTACTS

- Contacts are typically with co-workers, other county personnel, law enforcement personnel, court personnel, attorneys, offenders and their families, representatives of other agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.

- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain appropriate Ohio Risk Assessment Certification.