



## JOB DESCRIPTION

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### CASE MANAGER

### PATHWAY HOME 2 (PH2)

#### **POSITION SUMMARY:**

This position is responsible for recruitment, risk and workforce assessment, development of Individual Development Plan (IDP) with specific re-entry plans that outlines education/training and career goals and measurable steps toward goal achievement, providing case management and following the IDP through the 12-month follow-up period. The IDP will have a clear link to employment and post-release follow-up services through the community-based AJC to ensure a continuum of services. Case management services will be provided within a career pathways and criminogenic needs framework. Assist participants with a variety of skill development activities, including basic skills, work-ready skills, technology, and occupational-specific skills in a friendly and professional environment. The Case Manager will use assessments based on the IRES model that include an assessment of the individual's risk of reoffending and his/her level of job readiness to determine the right mix of services. Complete all required participant documentation in MoJobs Database and in-house systems in compliance with intra-agency, federal, state and local requirements.

#### **ESSENTIAL JOB FUNCTIONS:**

- Coordinate with DJS staff to screen all eligible inmates.
- Assist participants in developing an Individual Development Plan with realistic educational/training and career goals.
- Administer intensive assessments (CASAS job readiness assessment, IRES risk/need assessment along with the LS/CMI criminogenic risk assessment and *My Next Move/O\*NET* career interest profiler) and enroll eligible participants in the program.
- Interpret assessment results and assist participants in selecting a career pathway based on local Labor Market Information.
- Coordinate with DJS staff to identify and refer candidates for pre-employment training, educational development, skill-based training or immediate job placement, as appropriate and agreed upon via established IDP goals.
- Link participants with needed legal services and any identified support services.
- Coordinate with additional staff and partners to ensure participant has access to tools and resources designed to address criminogenic needs and to achieve goals and program outcomes.
- Enroll participants in post-release industry-recognized training programs, occupational skills training, pre-apprenticeship or apprenticeship within 15 days of release, based on IDP goals and training program's schedule.
- Develop and provide IDP follow-up activities for each participant.

- Meet with participants monthly to provide case management, support services related to criminogenic risk/needs, career coaching, additional employment, job retention and/or job re-placement during the follow-up period.
- Maintain weekly/monthly contact with participant pre- and post-release to ensure participant's progress toward established goals, refer participant to supportive services, as appropriate, and document all contacts, services and program information in MoJobs and the MET Database as well as maintain paper files as outlined in program guidelines.
- Responsible for collecting, securely maintaining and reporting on required performance measures for all participants enrolled in the program.
- Communicate effectively with all team members, management and participants.

### **SKILLS AND ABILITIES:**

- Demonstrated knowledge of evidence-based re-entry programs.
- 3-5 years' experience in reentry and/or workforce development programs working with offender populations.
- Knowledge of a variety of workforce assessment and career development tools; familiarity with corrections risk assessment tools.
- 3-5 years' experience in case management or similar role.
- Ability to understand and assess participant needs and assist in appropriate program/resource referrals.
- Demonstrated ability to communicate effectively (both verbally and in writing).
- Must maintain thorough, detailed documentation and data input into MoJobs Database and MET Database, upon each contact with participant but no less than weekly.
- Demonstrated superior Customer Service skills.
- Proficient in MS Word/PowerPoint/Outlook; MoJobs Database experience is a plus.
- Other related duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's Degree in Social Services, Human Services, or a related field of study and/or 3-5 years of social services or business experience.
- Must demonstrate experience working in a demanding, fast-paced work environment.
- Must demonstrate excellent attention to detail.

The duties identified above are meant to describe the general nature and level of work performed; they are not intended to imply that these are the only duties. Employees will be required to follow other job-related instructions and to perform other duties as requested in compliance with state and federal laws. Job functions are performed on site and may be modified, as needed.