

Upper Cumberland Human Resource Agency

Job Description

CASE DEVELOPER

Classification:	Non-Exempt
Department:	Corrections
Reports to:	Director of Corrections
Salary Grade:	SA5 - \$22,000.00 - \$35,000.00 <i>(Salary may be less than minimum amount listed dependent upon financial restraints of the agency.)</i>
Job Group:	2
Census Code:	201
2010 SOC Code:	21-1020
Employment:	At Will

POSITION SUMMARY

The employee performs services to assist clients under the supervision of Community Corrections. These services may include but are not limited to LSCMI completion and client drug testing. The Case Developer must be able to supervise offenders in the absence of a Case Officer and/or in the event of an overflow of offenders. The employee works in an office environment part-time at the central office in Cookeville and part-time in the field and will be required to travel in all (10) counties covered by the Community Corrections Program. The employee must have a working knowledge of computers, as well as, general office equipment.

MAJOR DUTIES AND RESPONSIBILITIES

- Prepares Behavioral Contract based on assessment of need that includes the offender's background and the proposed objectives of the offender while in the program.
- Assumes responsibilities of Case Officers in their absence or in the event of an overflow of program participants.
- Communicates effectively with program participants, Case Officers, Court Personnel, Law Enforcement, and maintain confidentiality as required by the Policy and Procedures.
- Administers field drug tests, and prepares specimen for laboratory testing as deemed necessary. Is responsible for proper Chain of Custody.
- Responsible for typing warrants, orders, etc.
- Responsible for keeping files stocked and updated.
- Responsible for compiling investigative pre-sentence and/or post sentence reports as directed.
- Maintain required records and submit reports in a timely manner for the purpose of documenting all aspects of project activities.
- Conduct home visits as appropriate per level of assigned client.
- Other duties as assigned.

SKILLS/QUALIFICATIONS

- High school diploma required.
- Bachelor's degree from an accredited college or university or had at least four (4) years of qualifying full-time professional experience as per T.C.A. 40-28-604.
- Experience may be accepted in lieu of educational requirement.
- Ability to effectively work with and communicate with participants who have special needs.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to understand and follow oral and written instructions.
- Ability to use computers, calculators and other office equipment.

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- Ability to communicate with persons of any economic level regardless of race, color, creed, religion, or national origin.
- Knowledge of the principles and practices of Community Corrections.
- Must be able to operate a motor vehicle and have a valid TN driver's license.

ESSENTIAL FUNCTIONS

- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit for prolonged periods of time.
- Ability to multitask.
- Ability to respond rapidly to situations. Excellent decision making skills.
- Function and complete job duties within an office environment

Americans with Disability Specifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

General Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

(Americans with Disabilities Act) ADA Statement:

The successful candidate must be able to perform the position's essential job functions with or without reasonable Accommodation.

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