

Upper Cumberland Human Resource Agency

Job Description

Community Corrections Case Officer

Classification: Non-Exempt
Department: Corrections
Reports to: Director of Corrections
Salary Grade: SA5 - \$22,000.00 - \$35,000.00 *(Salary may be less than minimum amount listed dependent upon financial restraints of the agency.)*
Job Group: 2
Census Code: 2015
2010 SOC Code: 21-1092
Employment: At Will

POSITION SUMMARY

The Case Officer is directly responsible to the Program Manager for carrying out the assigned functions of the Program as those functions relate to client assessment, supervision and referral.

MAJOR DUTIES AND RESPONSIBILITIES

- Conducts outreach efforts to increase awareness of the project's merits as an alternative to incarceration.
- Prepares Behavioral Contract based on assessment of need and in accordance with the terms of sentence.
- Supervises and monitors the activities of project enrollees for the purpose of insuring adherence to established goals.
- Assists the project enrollees in receiving needed services in a timely manner from agencies having the capacity to provide such services.
- Administers field drug tests, and prepares specimen for laboratory testing as deemed necessary. Is responsible for proper chain of custody.
- Files proper violations and prepares recommendations to be made upon court appearance as necessary for offenders not meeting contract criteria.
- Conducts home visits as appropriate per level of assigned client.
- Maintains required records and submits reports in a timely manner for the purpose of documenting all aspects of project activities.
- 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.
- Possess excellent oral and written communication skills.
- Ability to evaluate situations and make appropriate decisions.
- Ability to counsel clients in life-related areas
- Must be able to operate a motor vehicle and have a valid TN driver's license.
- Previous experience in law enforcement, court system or legal field may be substituted.

ESSENTIAL FUNCTIONS

- Good verbal and written communication skills.
- Detail oriented and ability to multitask.
- Ability to respond rapidly to situations. Excellent decision making skills.

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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: _____