



**POSITION DESCRIPTION**

**DEPARTMENT:**

**POSITION TITLE:** Immediate Intervention/Intake Case Manager

**GRADE:** OJA 22A \$17.859 TO 22E \$22.746

**EMPLOYMENT CATEGORY:** Grant Funded

**STATUS:** Full-time

**REPORTS TO:** Director/Assistant Director

**POSITION SUMMARY:** This position reports to the Director/Assistant Director of the 20<sup>th</sup> Judicial District Juvenile Services. The Intake Case Manager is responsible for administering Intake and Assessments during the business day. The Immediate Intervention aspect is responsible for providing supervision for juvenile offenders offered diversion by the County Attorney's.

The Case Manager is responsible for assisting in facilitating classes in evidence based curriculum and other prevention/intervention programs as required. Duties for this position include but are not limited to: maintaining case files; report writing; resource development and referrals; entering information; increasing awareness and credibility of these programs through public speaking engagements, participating on committees, and complying with the policies and procedures set forth by Barton County, the 20 Judicial District Juvenile Services, and the Kansas Department of Corrections- Juvenile Services.

**FUNDAMENTAL JOB DUTIES:** The eligible candidate should possess the ability to correctly assess youth and families by utilizing current database information implemented by the 20<sup>th</sup> Judicial District Juveniles Services (MASYI). The worker should possess a strong working knowledge regarding child and adolescent development and family issues. It is essential for the worker to possess positive public relations capabilities and the ability to work closely with youth, families, and members of the community, as well as possess good written and verbal communications skills. It is also necessary for this individual to possess excellent listening skills in order to establish rapport with youth and families. The ability to control and defuse potentially volatile situations and serve as a mediator between offender, families, and victims is crucial. Good time management skills to enable performance of all the required tasks in a timely fashion are necessary. The worker shall be competent to facilitate evidenced based classes in compliance with Kansas Department of Corrections- Juvenile Services. Good working relationship with all area resources, law enforcement authorities, social service agencies, mental health providers and the judicial system. The worker should also perform public speaking engagements to inform and educate. Maintaining statistics and providing monthly and quarterly reports will be required. The worker will compile records and maintain reports as well as maintain case history records and reports regarding completion of community service hours youth are assigned and ensuring all assigned case related costs are paid in full. The Immediate Intervention/ Intake Case Manager must perform Forty (40) hours of annual training as set out in policies and procedures. All other duties as assigned by the Director/ Assistant Director of Juvenile Services.



**EDUCATION:** A four-year college degree with preference given to the behavior sciences, criminal justice, social work, psychology, sociology, or other related fields is preferred. Experience in related field may compensate for education.

**EXPERIENCE / SKILLS:** Two or more years of rehabilitation/criminal justice or health/human service type work experience preferred. This position requires the successful applicant have a valid Kansas Driver's License and no excessive ticket history. The successful candidate must pass a criminal history, DCF background screening and drug testing.

**PHYSICAL REQUIREMENTS / ABILITIES:** This position may involve prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Occasionally youth and staff give back to the community through Community Work Service, which is mandated by the court for youth to repay fees, which can require manual labor. Normal range of hearing and eyesight to record, prepare and communicate appropriate reports is essential. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Work is performed both in the community and in an office environment. Work may be taxing; we are a fast-paced agency and multi-tasking skills are fundamental. The position requires meeting deadlines with several time constraints, interacting with the public and staff, irregular or extended work hours.

**WORKING CONDITIONS / ENVIRONMENT:** This position must work closely with the general public and existing staff. There is potential for possible physical and verbal abuse by clients, their acquaintances and family members. Public needs must be main emphasis; however, occasions regularly exist in dealing with difficult people. Well-lighted climate controlled office. Occasionally required to use department vehicles or walk to courthouse for office related tasks.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded: Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_