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**JUVENILE CORRECTIONS INSTITUTIONAL CASE MANAGER**  
**GRADE K**

**SCOPE OF WORK:**

Work involves providing institutional case management to incarcerated juveniles at the North Dakota Youth Correctional Center (NDYCC).

**DUTIES PERFORMED AT ALL LEVELS:**

- Provide case management to incarcerated juveniles; interview juveniles to collect information and to evaluate and determine service needs.
- Analyze information obtained through records, testing, consulting reports, and related professional sources to determine interests, aptitudes, abilities, and related characteristics; participate as a member of a triage team to develop and maintain personal development plans for each juvenile incorporating the master Treatment and Rehabilitation Plan submitted by the community case manager.
- Conduct individual and group counseling sessions using a personal development plan for each juvenile; observe, monitor, and document juvenile client behavior to determine effectiveness of counseling techniques.
- Assist juveniles in utilizing offered programs and applying the skills learned to effect successful transition into the community; provide treatment services to the family.
- Consult with other staff members involved with the juvenile client to assess personal development plan progress; provide ongoing recommendations to Director of Treatment Services regarding client personal development plan.
- Gather initial intake information and maintain ongoing communications with the community caseworker to apprise them of the juvenile's progress and discuss the ongoing needs of the juvenile.
- May direct or assist other staff in continued supervision of the juvenile client.
- Prepare and maintain case records for each juvenile client according to Department of Corrections and Rehabilitation (DOCR) regulations and guidelines.
- May participate in educating or advising other staff members, employers, or the general public on treatment delivery.
- Conduct specialized programming for juveniles placed at the NDYCC and team meetings regarding juvenile entrance into and progress within specialized programming.
- Provide ongoing recommendations to the community case managers regarding juvenile treatment and rehabilitation, especially for the specialized group students.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in social work, psychology, criminal justice, sociology, education, or a closely related field and two years of work experience providing for the behavioral intervention and counseling needs of offenders. A master's degree in one of the disciplines listed above may substitute for one year of the work experience requirement. The hiring authority may identify the specific degree required at the time of recruitment depending on the position to be filled.

Eff. Date: 7/85

Rev: 7/86 – changed min quals

Rev: 6/88 – changed min quals

Rev: 8/89 – changed min quals

Rev: 2/00 – word processing conversion

Rev: 9/01 – separated from Human Relations Counselor series; updated duties, grade, and min quals

Rev: 7/04 – Added second level; changed from class code 4141 to 4305-6

Rev: 7/12 – Conversion to Hay System

Rev: 6/13 – Revised class deleting first level