



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 5110

CORRECTIONAL CASE MANAGER

GRADE K

SCOPE OF WORK:

Work involves case management to meet the needs of inmates assigned to the unit; participates in operations and is in command of the unit.

DUTIES PERFORMED:

- Plan, organize, and direct physical, intellectual, and rehabilitative programs to meet the needs of inmates assigned to the unit.
- Provide day-to-day planning for improving daily living skills, cognitive, and basic skills in reading, mathematics and language; monitor progress and update case plan to assist individuals in improvement results.
- Assist inmates in developing pro-social and positive problem solving skills and holding them accountable for their decisions.
- Prepare progress reports and correspond with courts and other jurisdictions as needed.
- Ensure appropriate physical and security requirements of the facility and inmate population are maintained.
- Coordinate programs with internal and external groups and agencies.
- Ensure compliance with regulations, memorandums, policies, and procedures; serve on the facility-wide disciplinary committee.
- Oversee unit security inspections and security and safety practices; coordinate with chief of security and appropriate department heads for related services.
- Notify appropriate personnel of a potential or threatened suicide.
- Investigate and attempt informal resolution of inmate grievances and complaints; mediate when necessary.
- Coordinate drug/alcohol testing for all inmates.
- Develop a needs assessment for each assigned inmate that includes reviews of the individual case plan.
- Serve as a member of the inmate housing unit reclassification committee; prepare classification reports regarding inmate adjustment, vocational and/or academic involvement, and work site evaluations; provide recommendations.
- Coordinate inmate individual self-improvement plans to ensure follow-up and proper referral to needed programs and diagnostic assessment.
- Train, supervise, and evaluate caseworkers, correctional officers, and contract staff on the principles, practices, policies, and procedures needed to maintain or improve work performance in accordance with established standards.
- Identify, document and assist inmate with separation needs; provide release programming to include skill development in communication, occupational field, and interviewing.
- May serve as work and education release program supervisor/coordinator.

- Complete audits to ensure facility is following American Correctional Association (ACA) guidelines and make changes as needed.
- Serve as acting Unit Manager in his/her absence.
- Serve as a member of the interview/selection panel for caseworker positions.
- Initiate preparation of inmate parole plans, complete parole reviews on assigned inmates and serve as a unit representative at the parole board hearings.

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 completion of two years of college coursework and three years of progressively more responsible work experience providing for the supervision and rehabilitation needs of inmates or juveniles in a corrections field.

Eff. Date: 05/94 - Replaces 4124, Adult Services Program Administrator

Rev: 10/97 – Rewritten in current format

Rev: 10/98 – Updated minimum qualifications

Rev: 10/02 – Changed title to Correctional Case Manager

Rev: 11/03 – Updated minimum qualifications

Rev: 10/07 – Updated duties, scope of work, and min quals

Rev: 08/10 – Updated minimum qualifications

Rev: 07/12 – Conversion to Hay System

Rev: 03/14 – Revised minimum qualifications and salary grade