

NEW JERSEY ASSOCIATION ON CORRECTION

"Helping People With A Past, Build A Future" Since 1966

JOB DESCRIPTION/POSTING

Job Title	Reports to:	FLSA Status:	Department:	Level:
Full Time Case Manager	Program Supervisor	Exempt	CCWC Shelter	Program Professional III
If interested please submit your application to: Lavenda Rogers, Email: lrogers@njaconline.org				
Note* Work schedule include late nights and Saturdays				

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

- Interview program participants
- Develop working relationships with participants
- Provide casework and counseling referral to participants
- Participate in staff meetings and in the screening process for prospective residents
- Prepare and maintain client records including social histories, chronological reports, case summaries and other information as needed
- Conduct vocational testing of participants
- Assist participants in obtaining gainful vocational training, job training or employment
- Whenever appropriate, meet with the families of clients and provide referrals
- Provide appropriate advocacy and referrals for clients seeking housing, legal advice etc., while encouraging and facilitating clients independent action
- Maintain up-to-date records of all activities and submit weekly reports to supervisory staff
- Perform other duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

- Ability to communicate orally in the English language or other language as may be specified, with clients, agencies, the public and in group and face-to-face, one-on-one settings
- Ability to work cooperatively with other employees, clients and the public

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- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to solve practical problems and deal with a variety of situations where only limited information exists
- The employee in this position is often required to lift up to 25 lbs., stand, walk, reach with arms and hands, climb or balance, use fingers, stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision
- Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, must have use of an insured vehicle, and have a satisfactory driving record. Successful background, driving record and criminal record clearances required at hire and/or at random in the future
- Employment, educational and credentialing validation also required at hire

EDUCATION AND EXPERIENCE:

Bachelor's degree from a four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience

COMPUTER/TYPING SKILLS:

Strong computer skills including Windows and Microsoft Office Suite

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

ASSOCIATION PHILOSOPHY:

All Association employees must be committed to the New Jersey Association on Correction's philosophy: To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislative and rehabilitative programs.

The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.