

NEW JERSEY ASSOCIATION ON CORRECTION

“Helping People With A Past, Build A Future” Since 1961

JOB DESCRIPTION/POSTING

Job Title	Reports to:	FLSA Status:	Department:	Level:
Case Manager	Program Supervisor	Exempt	Sanford Bates House	Program Professional III
If interested please submit your application to:				
William Richardson, Supervisor email: wrichardson@njaconline.org or fax: 732-846-7704				

SUMMARY

Residential program for adult residents which are under the supervision of the New Jersey State Parole Board (NJSPB). The primary purpose of the Sanford Bates House/PATH Program is to reduce recidivism through the provision of a supportive, transitional living environment for male parolees in need of transitional housing. The Program provides access to an array of reentry services, but has a primary emphasis on homelessness prevention and the development of a stable, supportive housing plan for the offender upon release. The program is open and staffed 24 hours per day, 7 days per week.

SCHEDULE: M,T,Th: 9am-5pm W,F: 12-8pm with on call responsibilities & per diem

COMPENSATION: \$30,000-32,000

The overall goals of Sanford Bates House are to:

1. assist the residents in their ability to live successfully in the community upon release
2. help residents to meet specific goals while in residence

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

The successful candidate shall report to the Program Manager/Supervisor. The responsibilities are providing direct supervision to case manager and ensuring clients receive appropriate services based on assessed need, and supports the overall service component of the program, ensures the provision of treatment program.

- Provide overall direction and coordination of programs for Clients assigned to the New Jersey Association on Correction at **Sanford Bates House**. Provide service delivery in accordance with established policies and procedures established by NJAC. Provide periodic reports and Coordination with other staff throughout NJAC.
- In conjunction with case managers and the Program Manager/Supervisor, insure that each resident is rendered services and groups which are in accordance to industry evidence based standards, CARF accreditation standards and contractual obligations.
- Insure that all client screenings, identification, management, and treatment of substance abuse problems are in accordance to our contract with the NJSPB and NJAC guidelines.
- Responsible for all of the duties of the Program Manager/Supervisor when the Program Manager/Supervisor is absent;
- Responsible for the efficient management of casework functions and supervision of casework staff;
- Responsible for monitoring resident parolees' progress and making recommendations to the Case Manager, assigned NJSPB representative and the resident parolee whenever corrective measures are indicated; and

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- Responsible for monitoring the methodologies and procedures governing casework documentation and for ensuring that resident parolees are working in compliance with their individualized service plans.

Primary case management duties include:

- Individual and group case management, crisis intervention, conflict resolution, approve authorized outings into the community and assign accountability levels, Urine testing as needed, assessment and individual service planning, monthly behavioral evaluations, monthly discharge planning reports, weekly case presentations, conducting interventions, giving individual/group lectures and didactic presentations, facilitating community meetings, participating in multidisciplinary case conferences and service plan reviews, developing aftercare service plans, and all required documentation.
- Other areas of focus may include safety, Alumni Services, Family Services Smoke Cessation, Orientation and HIV Services. Will participate in daily shift-change meetings, staff and house meetings.
- Will rotate on-call responsibilities with other case management staff.
- Ensure the development and implementation of comprehensive service plans for residents
- Assess and identify residents’ strengths, Needs, Abilities and Preferences for each resident and monitor the creation of clear objectives and goals
- Monitor the tracking and documentation of resident progress in case notes weekly
- Meet all required internal and external standards and policies.
- Perform Accountability Duties:
 - accounting for each resident in the facility and in the community on a “real time” basis;
 - ensuring the safety and security of staff and residents in the Facility;
 - providing supervision and surveillance of the residents, staff and visitors as well as the facility perimeter;
 - ensuring that contraband is not brought into the facility;
 - conducting facility searches;
 - conducting urine monitoring;
 - monitoring entry and egress of all residents and visitors.

QUALIFICATIONS:

The successful candidate must be successfully cleared by NJSPB and NJAC prior to employment commencement. Candidate is required also possess at least two (2) years of experience directly supervising others. In addition, they are required to have practical skills in communication, counseling processes and resource development. Additional job-related skills include: working with addictive personalities; a basic understanding of human behavior; and utilizing group dynamics to address special needs populations. Effective written and verbal communication skills and an ability to interact appropriately with clientele is important. A thorough working knowledge of social learning theory, cognitive-behavioral intervention and approaches, assessment and evaluation, willingness to work flexible hours, which may include weekends and evenings, and demonstrated competencies in training, group interaction, and mentoring is required.

The employee in this position may be required to lift up to 50lbs., 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.

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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/EXPERIENCE:

A Baccalaureate Degree and one year of experience in social sciences or a related field with two years of experience in a supervisor capacity is required. The ideal candidate will be well organized, and have strong leadership and interpersonal skills.

COMPUTER/TYPING SKILLS:

Strong computer skills including Windows, Microsoft Office, and Agency MIS system.

SUPERVISORY RESPONSIBILITIES:

This job has 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.