

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:
Case Manager	Program Supervisor	Exempt	Mercer County Resource Center	Program Professional II

If interested please submit your application to:

Donnell Cole, Manager: dcole@njaonline.org or Fax: 609-396-8999

Mercer County Resource Center (MCRC):

Serves as a walk-in program for low-income individuals, the homeless and former offenders in Mercer County, New Jersey. The MCRC Case manager will additionally provide discharge planning services to individuals incarcerated, as needed.

The overall goals of Mercer County Resource Center are to:

1. Support low-income individuals with preparation for crime-free and responsible roles within the community through helping them meet immediate needs while establishing longer term goals.
2. Provide linkages within the community to enhance their ability to be self-sufficient in a safe living environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

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. 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 the program supervisor, ensure that each client is rendered services and groups which are in accordance to industry evidence based standards and contractual obligations.
- Ensure that all client screenings, identification, management, are in accordance to our contract with all funder and NJAC guidelines.
- Responsible for the efficient management of casework functions
- Responsible for monitoring the methodologies and procedures governing casework documentation.

Primary case management duties include:

- Individual and group case management, crisis intervention, conflict resolution, assessment and individual service planning, monthly behavioral evaluations, weekly case presentations, conducting interventions, giving individual/group lectures and didactic

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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, Family Services, Smoke Cessation and Orientation. Ensure the development and implementation of comprehensive service plans for clients.
- Assess and identify clients' Strengths, Needs, Abilities and monitor the creation of clear objectives and goals

QUALIFICATIONS:

The successful candidate must be successfully cleared by NJAC prior to employment commencement. 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 25lbs., 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 a registered and insured vehicle, 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. 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 no supervisory responsibilities

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ASSOCIATION PHILOSOPHY:

All Association employees must be committed to the New Jersey Association on Correction's philosophy of Helping People With A Past, Build a Future, as well as to our mission: 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.