



Case Manager - Sheriff

Job Description

Department: Sheriff
Position: Career Service
Grade: 721
Supervisory: No
Reports to: Food Service Administrator - Sworn

Summary

Under general guidance and direction of the Food Service Administrator - Sworn, assesses individual needs of inmates at the Utah County Security Center. Develops and implements individualized treatment programming. Coordinates case management services within the community and monitors individual progress towards specific goals and objectives. Performs crisis intervention and coordinates psychosocial service delivery with appropriate community agencies. Incumbents in this classification have considerable knowledge of the policies, procedures, and laws affecting work.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee case management activities; admit and release inmates, as needed.
2. Assess and identify problems related to alcohol, mental health, employment, drugs, or other problems using approved screening tools, social history, and consultation with community resources; interview individuals, as needed; recommend appropriate treatment.
3. Coordinate appropriate treatment and services for individuals; create referrals, as needed; consult and collaborate with outside treatment providers and social service agencies, as needed; assist inmates with understanding available and appropriate community resources; ensure continuity of care.
4. Advocate for individualized care for inmates; assist inmates with applying and obtaining appropriate community services.
5. Oversee and monitor client conduct; maintain record of activities to document progress in electronic health record system.
6. Perform crisis intervention services, as needed.
7. Oversee facilitation of classes offered to inmates; prepare class schedules and assign instructors; assist with instructor hiring and training.
8. Create, maintain, and submit accurate records to supervisor and the Court, as requested; ensure compliance with documentation and performance standards.
9. Prepare statistical reports to assist with monitoring expenditures and grants.

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Public Safety: No

Worker's Compensation: Clerical
Background Level: Civilian
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

10. Maintain current knowledge of assessment and treatment techniques, criminal justice systems, and community resources; attend trainings and comply with in-service education requirements.
11. Act as agency representative in court and interagency meetings; provide information to judges, court personnel, and others, as needed.

Knowledge, Skills, and Abilities

- Knowledge of interviewing methods and techniques
- Knowledge of case management principles and methods
- Knowledge of professional ethics standards
- Knowledge of mental health assessment tools
- Knowledge of evidence-based practices in the field of mental health and substance use disorders
- Knowledge of Utah State Licensed Substance Use Disorder scope of practice and other policies, procedures, and laws relevant to work performed
- Knowledge of the criminal justice system
- Knowledge of clinical diagnostic methods and principles
- Knowledge of abnormal psychology
- Skilled in identifying and assessing symptoms of substance abuse
- Skilled in utilizing various modalities of psychotherapy and counseling
- Skilled in crisis intervention techniques
- Skilled in basic PC operation
- Skilled in reading, writing, and basic math
- Skilled in preparing comprehensive case reports and statistics
- Skilled in curriculum development and presentation
- Skilled in coordinating health and community resources for individualized treatment
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to function in an unbiased manner with individuals from diverse backgrounds
- Ability to identify and assess effectiveness of assigned treatment programs
- Ability to communicate effectively verbally and in writing

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

Work is typically performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center and may be performed in other environmentally controlled locations. This role routinely uses standard office equipment such as a laptop, desktop, smartphone,

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photocopiers, shredders, and filing cabinets. Work may expose incumbent to unknown, dangerous, and/or life-threatening conditions and to possible bodily injury from potentially hostile environments. Work requires frequent contact with inmates, which exposes the incumbent to others' illnesses and to individuals who may be angry, agitated, or otherwise upset. The noise level in the work environment is usually moderate to loud. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in Social Work, Psychology, Sociology, or a related field.
2. Two (2) years direct clinical work experience in a related field (child abuse, mental health, victim counseling, and/or substance abuse).
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must be licensed as a substance use disorder counselor (SUDC) or as a social service worker (SSW) under the Mental Health Professional Practice Act (UCA 58-60).
2. Incumbents must complete continuing education required to maintain licensure.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

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4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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