

All applicants must complete an application to be considered - those submitting resumes only will not be considered.



Circuit Court Of Jackson County, Missouri

Vacant Position

Date: 11/09/2021

Posting No.: 2021276

Position Title: Case Management **Position No.: 9275**

Department: Residential Services - Program Team

Work Location: 301 NW Gregory Boulevard - Lee's Summit MO

Work Hours: Various Hours Monday thru Friday

Salary: County Paid Position - Non-exempt Grade C 6 - \$16.85 Hourly

Salary Range For Internal/Rehire Applicants: \$16.85 - \$25.27 Hourly

EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS GO TO ESS (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes)

Employment Specialist: **Amanda Riley**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

Applications must be received by Human Resources no later than 05:00 PM on 11/16/2021

POSITION PURPOSE AND EXAMPLES OF WORK:

POSITION PURPOSE: To provide varied treatment and services designed to meet the habilitative and rehabilitative needs of youth and their families, which is accomplished through casework techniques, such as assessment, treatment development, counseling, and direct supervision.

MAJOR TASK STATEMENTS & REPRESENTATIVE ACTIVITIES (Percentage of Time): *(The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the job; other tasks may be assigned. The area to which the job is assigned will govern which duties apply. Management reserves the right to amend and change responsibilities, work shift/schedule, facility, or department to meet business and organizational needs as necessary, including, but not limited to the re-assignment of employees and positions, elimination of positions, and opening, moving, or closing of facilities and units.)*

60% Assess youth and families to determine treatment and service needs. Develop and implement treatment plans or services. Ensure compliance with court orders. Counsel with youth and families. Supervise progress, attend meetings, conferences, and seminars.

- Assess and determine the habilitative and rehabilitative needs of youth and families through various methods, such as personal interviews, case history investigation and review, psychological tests and evaluations and consultation with professional sources.
- Formulate and implement a course of action, which will serve to effectively modify attitudes and behavior patterns and develop and stabilize personal, social and emotional adjustment skills.
- Maintain regular and frequent contact with youth to provide supervision and monitor behavior and progress to ensure constructive response to treatment and service.
- Transport youth and make home, school and other field visits in personal or Court vehicle.
- May make initial determinations regarding detainment, referral or release of youth referred to the

Court.

30% Prepare and maintain written documentation. Work with resources regarding treatment, and/or service needs

- Compile, organize, and update case history files for accurate representation of youth and family background, behavior and other relative information.
- Counsel with youth and families on an individual and group basis to assist in recognizing in understanding and overcoming problems through varied approaches.
- Dictate or compose narrative reports or forms which document and accurately reflect case actions, youth progress, behavior, assessment and other relative information.

10% Attend court, and testify/recommend case actions.

- Implement changes to modify treatment and service to best achieve established goals; consistently ensure compliance with court orders.
- Utilize outside resources for protective or supportive services to youth and families.
- Attends court and make recommendations regarding youth; attend and participate in various work-related meetings and training.
- May work directly with school officials and staff regarding at-risk youth.
- May monitor placement of youth in non-court institutions to ensure appropriate care, treatment and services.
- May perform public speaking.
- May administer substance abuse tests to youth; and perform related work as required.

SUPERVISION OF: None.

SUPERVISION BY (Include level of Supervision): Manager of programs and Manager of Residential Facilities provide general supervision.

SERVICE RESPONSIBILITY:

INTERNAL: Occasionally monitor court hearings to ensure staff are meeting standards set for Judiciary. Frequently provide coordination of services to other departmental directors and staff.

EXTERNAL: Youth and families in providing treatment and services. Provide for the treatment, placement, residential care and other services to youth under the supervision of Division of Family Services and Youth Services on an on-going and frequent basis. Provide school districts with services, such as DJO placement and alternative schooling on an on-going and frequent basis. Provide for screening assessments, curfew pickups and other services for local law enforcement on an occasional basis. Occasionally provide private agencies with assessment and crisis intervention services.

PRIMARY EQUIPMENT, TOOLS & MATERIALS USED: Telephone, dictation recorder, vehicle, case history files, various reports and forms, both handwritten and computer generated, and mechanical restraints.

MINIMUM EDUCATION AND EXPERIENCE:

(Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)

EDUCATION: Bachelor's degree in a Behavioral or Social Science or a directly related field. **Degree Required**, cannot substitute experience for degree.

EXPERIENCE: Some work experience in the same or closely related field is required; experience can be from internships, practicums, or employment and must have required the use of social work or psychological principles and techniques to effect behavioral change.

SPECIAL REQUIREMENTS:

- Must have valid driver's license from state of residence, and provide proof of such.

- Must have auto liability insurance, and properly licensed/reliable vehicle, and provide proof of such.
- Must submit to and pass sex offender registry check, and MO/KS child abuse & neglect checks.
- Must submit to and pass criminal background check as prescribed by the Court.
- All applicants for this position are subject to testing for illegal drug use prior to appointment.
- Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.
- Final employment offer is dependent on successfully passing physical exam and physical abilities performance testing.

KNOWLEDGE, SKILLS & ABILITIES: *(This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority)*

- Knowledge of various counseling and treatment modalities.
- Knowledge of adolescent behavior.
- Patience and ability to relate in a positive fashion to youth and families from a variety of cultural economic and ethnic backgrounds.
- Ability to supervise, motivate and counsel adolescents with behavioral problems, and their families.
- Ability to formulate and implement appropriate treatment plans.
- Ability to communicate effectively, both orally and in writing, and to prepare clear, complete and logical reports.
- Ability to establish and maintain effective working relationships.
- Ability to organize and prioritize responsibilities.
- Ability to project a positive role model.
- Ability to operate a vehicle in a safe and prudent manner.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER