

LANCASTER COUNTY
COMMUNITY CORRECTIONS CASE WORKER

5763

NATURE OF WORK

This is human service work in a Community Correction Program utilizing a variety of fundamental rehabilitation and support modalities to assist clients.

Work involves providing a variety of social services and case management services to address social, financial, family problems. Work also involves assisting with initial support assessments; presenting findings for staff review; developing individual progress plans, and maintaining appropriate client records reflecting program participation and progress. Supervision is received from an administrative superior with work being reviewed in the form of conferences to determine effectiveness of services provided.

EXAMPLES OF WORK PERFORMED

Provides social services and case management services to program participants; addresses social, financial and family problems; transports clients.

Assists clients in developing goals and objectives to meet desired outcomes related to service plan; provides skill building training and crisis intervention services as needed.

Participates as a team member in program planning and meetings to enhance provision of services.

Prepares initial support service plan and present findings at staff review; maintains client files.

Prepares reports and correspondence required for the court and correctional systems; provides client information and activity coordination with Probation Officers.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of sociological, behavioral and cultural factors influencing the behavior and attitudes of offenders in the criminal justice system.

Knowledge of principles, practices and techniques of providing case management and the delivery of human services.

Knowledge of the functions and services of community organizations, related human services, mental health and substance abuse resources.

Ability to establish and maintain effective working relationships with clients, co-workers, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to maintain records of services provided, client progress and required documentation.

MINIMUM QUALIFICATIONS

Graduation from high school supplemented by completion of an associate's degree program in human services or related field or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.

9/17

PS5763