



**Case Manager
Berkeley Day Report Center
800 Emmett Rousch Dr. Martinsburg, WV**

**\$36,335/yr
40 HOURS PER WEEK w/BENEFITS
HOURS MAY VARY TO INCLUDE EVENINGS AND SATURDAY MORNINGS**

Applications and detailed job announcement are available at www.berkeleywv.org.org or the County Council Office, 400 W. Stephen Street; Suite 201, Martinsburg, WV., 25401, Monday-Friday, 8:00 a.m.- 5:00 p.m. Applications may be returned in person or at casemanager@berkeleywv.org.

**APPLICATIONS WILL BE ACCEPTED IN THE BERKELEY COUNTY COUNCIL OFFICE
UNTIL 5:00 PM, FRIDAY, APRIL 27, 2018**

KIND OF WORK:

The Case Manager is intended to support identified individuals who have a history of being convicted of a felony crime coupled with a need for substance use treatment and/or are at risk of re-offending. The Case Manager will adhere to the Core Correctional Practices: Effective Reinforcement, Effective Disapproval, Effective Use of Authority, Quality Interpersonal Relationships, Cognitive Restructuring, Anti-criminal Modeling, Structured Learning/Skill Building, and Problem Solving Techniques, and will adhere to the Risk, Need, Responsivity Principle. The Case Manager will communicate with court officials, probation and parole officers in order to maintain continuity of services, and must be able to effectively communicate with other professionals. The Case Manager can be characterized as someone who understands substance use, co-occurring/co-existing disorders and the varying manifestations associated with such disorders. The Case Manager will engage and collaborate with all available community resources to prevent the need for involuntary commitment or re-offense, improve community integration, and promote recovery by addressing the often complex needs of eligible individuals. The Case Manager will be responsible for providing assessments, establishing treatment plans, and will monitor and hold offenders accountable for attending required treatment.

EXAMPLES OF WORK:

1. Provide ongoing supervision and rehabilitative services to an assigned caseload of 25-30 clients.
2. Duties include, but are not limited to: Level of Service/Case Management Inventory assessments, drug screening, community supervision, convening groups, case management, and individual assistance.
3. Maintain contact with community resources and refer clients, as necessary.
4. Prepare treatment plans for clients based upon LSCMI score and hold offenders accountable for participating in required treatment.
5. Prepare reports, correspondence, and documents.
6. Maintain the Community Corrections Information System database.
7. Maintain the OCMS database.
8. Transport clients using County vehicle.
9. Performs related work as required.

QUALIFICATIONS AND REQUIREMENTS:

1. Any combination of education and experience equivalent to a bachelor's degree in social work, psychology or human behavioral sciences.
2. Knowledge of principles of DRC, court system, criminal justice, counseling, adult education and vocational education, as well as probation, parole and corrections work.
3. Knowledge of state laws, rules, and cases affecting probation, parole, and corrections.
4. Knowledge of local community structure and resources.
5. Ability to work within the community and to use available resources.
6. Ability to maintain records, make oral and written reports and assessment to the courts and local resources.
7. Skilled in Motivational Interviewing techniques and knowledge of Cognitive Behavioral Therapy model.
8. Computer skills, including but not limited to Microsoft Word and Excel.
9. Ability to maintain strict confidentiality.
10. Ability to build relationships.
11. Strong interpersonal skills and convincing abilities.
12. Ability to understand and carry out detailed instructions.
13. Proficient personal computer skills using spreadsheet and word processing software.
14. Excellent verbal and written communication skills.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license.
2. Special interest in and enthusiasm towards helping individuals overcome their addiction problems.
3. May be required to work evenings and Saturday morning.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential tasks.

ADDITIONAL INFORMATION FOR APPLICANTS**APPLICATION FOR THIS RECRUITMENT:**

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- written and/or spoken examination(s)
- performance test(s)
- a background investigation
- a physical examination*and
- a drug test*.

*These examinations are administered after offer of employment.

PROBATIONARY PERIOD:

Berkeley County is an “At-Will” employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employees fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- o Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- o Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- o Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANOUS BENEFITS:

(some of the benefits may be available to regular part-time employees)

- o Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- o Life Insurance is available to full-time employees, their spouse and eligible dependents.
- o Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.
- o A deferred compensation program is available.
- o Mandatory direct deposit is available to any banking institution designated by the employee.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER