



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Case Manager – Jail – Project Position

LOCATION: Winnebago County Jail

HIRING RANGE: \$63,101 – 70,113/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: Monday – Friday; 8AM – 4:30PM

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION October 2024

POSITION TITLE: Case Manager – Jail – Project Position

DEPARTMENT: Human Services – Behavioral Health Division

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Functions as a case manager for individuals placed in the Winnebago County Jail. Provides screenings, assessments, treatment, discharge planning, and crisis intervention for the most vulnerable in the jail.

ESSENTIAL FUNCTIONS:

1. Completes needs assessments for individuals placed in the Winnebago County Jail who are identified as vulnerable. Acts as an information and referral agent for consumers requesting services and makes formal referral by contacting other agencies and providing reason for referral.

2. Provides weekly or as necessary contact with individuals in the jail to assess progress towards discharge planning goals.
3. Aids with discharge planning for those identified as vulnerable in the Winnebago County Jail. Works in conjunction with all Behavioral Health Services staff and other department staff as applicable.

ADDITIONAL ESSENTIAL DUTIES:

1. Performs needs assessments in a timely, efficient, and effective manner and links consumers with the identified service based on the identified needs.
2. Ensures compliance with federal, state and county mandates including DHS 75, DHS 34, DHS 62 and other applicable regulations.
3. Performs case management responsibilities in a timely and efficient manner as evidenced by complete and up-to-date clinical records on individuals for whom the case manager is assigned.
4. Ensures timely completion and submission of necessary reporting and completion and submission of referral and clinical information when appropriate to contracted treatment.
5. Ensures that consumer confidentiality is maintained at all times.
6. Interprets department of Human Services policies and procedures as well as Winnebago County Jail policy and procedures.
7. Applies Trauma Informed Care principles and practices and a strong commitment to fostering a positive, healthy work culture.
8. Addresses and resolves conflict and manages stress in a professional manner, including actively engaging in professional and personal activities which help mitigate the impact of secondary traumatic stress
9. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to the Clinical Diversion Supervisor.
2. Works with the multidisciplinary team.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. A Bachelor's or Master's degree in human services, social work, psychology, or like field.
2. Prior training and experience in the Substance Use field preferred.
3. Must have the capacity to freely move in the community (such as through possession of a valid driver's license or other means) including access to a vehicle.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of alcohol and other drug use and family illness concepts.
2. Knowledge of county service resources.
3. Knowledge of Motivational Interviewing.
4. Knowledge of legislation affecting behavioral health field and consumers including consumer confidentiality, civil commitments, intoxicated driver program and other related legislation, and the ability to apply this knowledge to specific situations.
5. Ability to stay abreast of changing consumer needs and changing resources in and outside of the Department of Human Services service system.
6. Working knowledge and understanding of Trauma Informed Care preferred.

7. Ability to effectively address and resolve conflict and to manage stress in a professional manner.
8. Ability to work unscheduled hours, including some evening as needed.
9. Ability to access persons served and their support services.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position, sit for extended periods of time, frequently stand and walk.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.