



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Case Manager - Coordinated After-Care Support – Jail (Project)

LOCATION: Sheriff's Department

HIRING RANGE: \$63,101 – 70,113/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: Monday – Friday 8:00am-4:30pm, with the understanding that some flexibility may be necessary

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

POSITION TITLE: Case Manager - Coordinated After-Care Support – Jail (Project)

DEPARTMENT: Sheriff's Office – Corrections Division

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Serves as a case manager for individuals transitioning out of the Winnebago County Jail, with a focus on those identified as vulnerable. Provides screenings, assessments, discharge planning, transportation, and crisis intervention to support successful reintegration into the community.

ESSENTIAL FUNCTIONS:

1. Collaborates with discharge planner, medical staff, and other relevant departments to develop and implement individualized discharge plans for vulnerable individuals exiting incarceration. Reviews assessments to determine client needs and ensures seamless referrals to appropriate community-based resources, including mental health, substance

use, housing, and social support services. Assist in the coordination of pre-release planning to promote continuity of care and reduce recidivism. Participates in multi-disciplinary team meetings and contributes to data collection and reporting efforts to inform program evaluation and improvement.

2. Maintains regular, consistent contact with clients following their release from custody—typically weekly or as needed—to monitor progress, identify emerging needs, and support client engagement with services. Adjusts and updates care plans in response to client progress or changing circumstances, working closely with service providers to ensure comprehensive and effective support. Provides ongoing management and advocacy to promote successful community reintegration.
3. Operates primarily within the Sheriff's Office while maintaining the flexibility to work in the field to meet clients or attend interagency meetings, conferences, and community-based service appointments. Builds and maintains collaborative working relationships with law enforcement, healthcare providers, social service agencies, and community partners to support client needs and system coordination. Makes sound decisions based on General Orders, Directives, and past practice. Completes assignments independently and without close supervision. Isolates and identifies problems, evaluates alternative courses of action, makes logical decisions, employs good judgement, common sense, and knows when and what type of action is appropriate.

ADDITIONAL ESSENTIAL DUTIES:

1. Performs timely and effective assessments to identify client needs and connects individuals with appropriate services and resources.
2. Complies with federal, state and county mandates.
3. Accurately completes and updates case notes in a timely manner.
4. Submits required reports and referrals to contracted treatment providers promptly and appropriately.
5. Maintains strict confidentiality of all client and case-related information in accordance with legal and ethical standards.
6. Interprets and follows policies and procedures of the Winnebago County Jail.
7. Applies trauma-informed care principles to all interactions and supports a respectful, empathetic service environment.
8. Contributes to a collaborative and supportive team atmosphere that aligns with organizational values.
9. Responds to workplace conflict and stressors with professionalism and emotional resilience.
10. Engages in strategies to mitigate secondary traumatic stress and maintain personal well-being.
11. Maintains high standards of integrity, accountability, and professionalism in all aspects of work.
12. Completes additional tasks and responsibilities as delegated by supervisors or program needs.

WORK RELATIONSHIPS:

1. Reports to Corrections Lieutenant.

2. Collaborates with a multidisciplinary team, including but not limited to the Department of Human Services (DHS), Solutions Recovery, the Sheriff's Office, and other public entities, to ensure coordinated service delivery and effective case management.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's or master's degree in Human Services, Social Work, Psychology, or a related field.
2. Experience in substance use treatment or support preferred.
3. Must be able to travel within the community (possess a valid driver's license and have access to a vehicle or other reliable transportation).

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of Sheriff's Office General Orders, Directives, and procedures.
2. Ability to work independently and complete tasks with minimum supervision.
3. Good organizational skills with the ability to maintain strict confidentiality regarding Agency activities, records, and information.
4. Good oral and written communication skills with the ability to establish and maintain effective working relationships with fellow employees, government officials, and the public.
5. Ability to conform to deadlines, to work effectively under time constraints, and occasionally work extra hours as needed.
6. Ability to act in a professional manner at all times and to effectively handle difficult situations.
7. Strong understanding of substance use, recovery, and family systems.
8. Familiarity with local human services resources and referral networks.
9. Ability to engage clients in diverse settings and support continuity of care.
10. Ability to meet regular and predictable attendance standards.

PHYSICAL REQUIREMENTS:

1. Ability to sit for extended periods; frequent standing and walking.
2. Ability to work in a standard office environment.
3. Proficient in the use of office equipment.
4. Ability to travel to various County and community locations.