

GENESEE COUNTY

CASE MANAGER GENESEE JUSTICE (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: Provides guidance and related services to individuals participating in the various departmental programs. The duties involve the responsibilities of assisting program participants in alternatives to incarceration. The incumbent is called upon to exercise sound professional judgment in formulating and carrying out individual problems faced by participants. Work is performed under general supervision of the Sheriff, Undersheriff, and Program Coordinator of Genesee Justice. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Evaluates and Supervises defendants in the Criminal Justice System, released by local courts on non-monetary conditions – Pretrial Release;

Conducts regular in person and telephonic meetings with defendants to monitor compliance with required court ordered conditions;

Performs drug and alcohol testing as directed;

Prepares notices to the court for condition violations, and testifies at court appearances and delinquency hearings as requested;

Comprehensive Case Management to include maintain records and logs relative to the defendant's progress;

Attends court appearances, and/or regular direct communication with the courts to gather information on case standing;

Completes risk assessments on defendants being held with or without bail, gathers collateral information that verifies clients' status by reviewing record checks and/or interviewing references provided, and provides a report/recommendation to the court to be used when bail reviews are conducted;

Makes referrals to outside agencies/programs for necessary and appropriate services (i.e.: substance abuse evaluation, mental health evaluation, etc.), aiding defendants in obtaining acces to avoid increased criminal justice involvement;

Maintains access to and monitors criminal justice portals and databases, to include eJustice, LERMS, DMV LENS, etc.;

Reviews criminal histories, and completes warrant checks as needed.

Conducts vehicle registration and title checks as indicated;

Generates all paperwork with respect to case actions, to include defendant demographics, criminal history, failure to appear history, and signed releases.

Works closely with the court, District Attorney's office, Public Defender's office, and local law enforcement;

Communicates regularly with other offices/agencies such as Probation, Courts, treatment providers, etc. during the various phases of the Program;

Monitors the clients' progress and compliance with the various conditions by making phone contacts, agency visits, etc.;

Monitors offenders sentenced to a conditional discharge with court order to install ignition interlock devices in their vehicles and keeps the court apprised of any violations;

CONTINUED...

CASE MANAGER GENESEE JUSTICE (HELP Program)

Page 2

Monitors out of County/State offenders;
Maintains required New York State Pre-trial Data Collection tool;
Prepares quarterly statistical reports for Ignition Interlock Devices pursuant to Leandra's Law;
Completes regular training related to pretrial release practices and bail reform. Attends yearly program and networking conferences;
Maintains required Certified Pre-trial Professional status as required by the Division of Criminal Justice Services;
Participates in Pretrial Services workgroups and Webinars.
Attends ongoing training and conferences related to Pretrial services programs.
Other duties as needed.

The above examples of duties are intended only as illustrative of the various types of work performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of the Criminal Justice system; good knowledge of community agencies, facilities and services which can be utilized as Alternatives to Incarceration; good organizational skills; good public speaking skills; working knowledge of NYS Penal Laws and Criminal Procedure Law; ability to compile and maintain reports; ability to communicate clearly both orally and in writing; ability to monitor and enforce each client's conditions as ordered by the court; ability to work well with a wide variety of community resource agencies; good discretion and judgment; initiative; resourcefulness; dependability.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is also required to drive a vehicle.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually moderately quiet.

CONTINUED...

CASE MANAGER GENESEE JUSTICE (HELP Program)

Page 3

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in the Human Services field* and one (1) year of full-time paid experience in a criminal justice agency or other agency whose duties shall have involved direct interaction with clients involved in the criminal justice system,

OR:

- B. Possession of an Associates Degree in the Human Services field* and three (3) years of full-time paid experience as defined in (A) above.

*For purposes of qualifying for this title a "Human Service Field" includes Social Work, Psychology, Nursing, Rehabilitation, Education, Counseling, Community Mental Health, Child and Family studies, and Criminal Justice.

PART-TIME, PAID EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT

Possession of a valid New York State driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

Non-competitive Class
Adopted 6/21/24-12/31/24