

# COMMUNITY ACTION PARTNERSHIP OF NORTH CENTRAL MISSOURI

## JOB DESCRIPTION

**JOB TITLE:** Offender Empowerment Case Manager

**REPORTS TO:** Community Services Director

**SUPERVISES:** None

**DEPARTMENT:** Community Services

**SALARY GRADE:** 6

**REVIEW DATE:** 11/01/2021

Community Action Partnership of North Central Missouri (CAPNCM) offers a helping hand to people seeking to break the bonds of poverty. We endeavor to make the community aware of the problems of the low-income. We serve as an advocate for low-income residents by strengthening communications, mutual understanding and the planning and coordination of programs designed to serve the low-income community. Our mission is to offer services to individuals to become self-sufficient by empowering them to obtain the resources needed to build strong families & communities. CAPNCM envisions a world without poverty in which all people have access to necessary resources and are treated with dignity.

### **JOB DESCRIPTION**

The Offender Empowerment Case Manager is responsible for the development and implementation of an individualized case plan for offenders and gathering, completing, and maintaining supporting documentation.

### **KEY RESPONSIBILITIES**

- Be an advocate for the Mission and Vision set forth by CAPNCM.
- Ability to learn and operate the specialized Management Information System (MIS)
- Develop and maintain case plans and files on each offender entered into the program.
- Serves on the re-entry team and assists with meeting forms/individualized case plans.
- Assists with the development of specialized employability testing and workshop curriculum.
- Assists with the development of ten (10) employability worksites for offenders.
- Assists with the development and marketing of community group presentations in the service area.
- Maintain client information in the strictest confidence.
- Meet or exceed project goals.
- Active involvement in at least one (1) civic, educational, or service group is preferred.
- Keep work area neat and clean in appearance.
- Participate in training activities as deemed necessary by supervisor.
- Perform additional duties as assigned by supervisor

### **QUALIFICATIONS**

- Bachelor's Degree in Criminal Justice, Social Service, Management or related field from four (4) year college or university is preferred; Associate's Degree is required or four (4) years related experience and/or training or equivalent combination of education and experience.

### **PREFERRED SKILLS AND EXPERIENCE**

- Knowledge of CAPNCM's purpose, goals, mission, policies and procedures, and resources.
- Knowledge of basic management theory, practices and methods, with at least one (1) year of experience in their application.
- Knowledge of program area obtained through at least two (2) years of experience.
- Be a self-starter and have the ability to meet program goals with minimal supervision.
- Knowledge of basic techniques of interviewing, utilizing standard Agency forms.
- Knowledge of eligibility requirements in various Agency and community programs.
- Ability to market the Offender Empowerment Program.
- Knowledge of all social and health resources in the community and the ability to make effective referrals to such resources.
- Knowledge of the problems of poverty and offenders in CAPNCM's service area.
- Ability to develop a trusting relationship with offenders.
- Ability to follow written and oral instructions.
- Ability to read and write at a level sufficient to record observations and offender information.

- Knowledge of demographics and geography of CAPNCM's service area.
- Knowledge of Community Services Block Grant Act of 1981 and the Agency plan for implementation.
- Ability to work effectively with local community agencies and individuals.
- Ability to handle sensitive Agency participant information in a confidential, professional manner.
- Ability to obtain prison access through a state background check.
- Possess a valid, current Missouri driver's license and provide proof of insurance.

**COMPENSATION**

- Starting at \$15.27 per hour

**BENEFITS AVAILABLE**

- Paid time off (PTO)
- Holidays
- Medical
- Dental
- Vision
- Life insurance
- 403(b)
- Travel reimbursement

**TRAVEL REQUIRED**

- Extensive travel required.

**SHIFT**

- Full-time position, 36 hours per week, Monday – Thursday 7:30am – 5:00pm.

I have read and fully understand the duties and responsibilities described in this job description.

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Employee Signature

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Date