

# Sevier County Job Description



<b>Title:</b> Case Manager / Tracker	<b>Department:</b> County Sheriff
<b>Grade:</b> 12	<b>FLSA Status:</b> Non-Exempt
<b>Job Code:</b> 925	<b>Effective Date:</b> 06/18 (Last Revised 06/19)

## GENERAL PURPOSE

A grant sponsored position that performs evidence-based practices to assist in the reduction of recidivism. These practices include offender tracking, offender probation and general case monitoring and management. This position is determined according to grant funds available.

## SUPERVISION RECEIVED

Works under the **immediate supervision** of an assigned Sergeant.

## SUPERVISION EXERCISED

None.

## ESSENTIAL FUNCTIONS

### Tracker:

- Provide substance abuse assessments, individual counseling, classroom/group education for clients and families;
- Helps clients find residential treatment centers;
- Transports clients to residential treatment facilities, educational presentation (schools, church groups, community activities);
- Conducts home visits;
- Assesses client needs;
- Intervenes in crisis situation;
- Provides direct counseling services to clients and clients families/friends as needed;
- Represents the program to outside entities including the courts and public safety entities;
- General case monitoring and management;
- Receives referrals and assesses substance abuse and determines need to investigate;
- Recommends treatment, and interventions;
- Responds to status inquires, complaints, subpoenas, etc.;
- Reviews letters and special requests;
- Follows established problem-solving methods and practices as needed;
- May be required to certify in counseling related programs or other certifications as needed;
- Performs related duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. **Education and Experience:**

Graduation from High School or equivalent, plus P.O.S.T Certification as special functions officer, and sufficient experience to demonstrate an aptitude or ability to perform above and related duties.

### 2. **Required Knowledge, Skills, and Abilities:**

#### **Some knowledge of**

- General operations of local government and public safety/law enforcement operations.
- English, grammar and technical writing skills.
- Modern office practices and procedures;
- Dispatch communication equipment;
- Elementary first aid techniques and procedures;
- Clerical processes and procedures,
- Standard office equipment and machinery.

#### **Skill in**

- Vehicle Operations;
- Use of firearms;
- Communication equipment, computer operations, etc.
- Report writing – documentation – case management
- Building a rapport with potential program candidates;
- Exhibiting imagination, initiative and problem solving capability in coping with a variety of law enforcement situations;
- Reacting quickly to various situations under conditions of stress.

**Ability to**

- Ability to react effectively in emergency and stress situations;
- Learn and interpret the civil and criminal code related to law enforcement and the elements of crime;
- Work with offenders case management;
- Establish and maintain effective working relationships with fellow employees, other agencies, inmates, supervisors, the courts and the public;
- Follow established safety practices and procedures common to law enforcement work;
- Communicate effectively, verbally and in writing;
- Perform work requiring good physical condition.

**3. Special Qualifications:**

- Must be at least 21 years of age.
- Must possess a valid Utah State Drivers License.
- Must work rotating shift work.
- Must complete required hours of training per year to maintain certification.
- Must be or become certified in First Aid and CPR.
- Resident of Sevier County.

**4. Work Environment:**

- Functions of the position generally performed in a controlled environment.
- Daily travel.
- Many functions of the work pose high degree of hazard uncertainty.
- Physical readiness and conditioning may be a condition of job retention.
- Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving.
- Continuous use of motor skills.
- Periodic exposure to the presence of blood borne or airborne pathogens.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)

I have reviewed this job description with the employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor Signature)