



Winnebago County  
*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Case Manager – Justice Programs

**LOCATION:** Orrin King Building  
448 Algoma Boulevard  
Oshkosh, WI 54901

**HIRING RANGE:** \$59,529 – 66,144/Yr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 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](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION *December 2021*

**POSITION TITLE:** Case Manager – Justice Programs

**DEPARTMENT:** Human Services – Behavioral Health Services

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Responsible for coordinating and maintaining several programs within the justice system, including interviewing participants, communicating with attorneys and judges, and community agencies monitoring client progress, and providing referrals for additional services if necessary.

### **ESSENTIAL FUNCTIONS:**

1. Receives participant referrals and acts as a liaison between law enforcement, District Attorney's office, defense attorneys, Circuit Courts, and offenders with regard to the

Department of Human Services (DHS) diversion program; facilitates justice programs as assigned.

2. Performs case management duties as necessary, including monitoring participant progress toward completion of court-ordered conditions, meeting with participants on a regular basis, referring participants back to Court for revocation as appropriate, and assisting consumers with the program discharge process. Makes appropriate referrals for other outside programming based on participants' needs.
3. Represents the justice programs to various community organizations and performs other public relations functions as needed. Maintains data and provides analysis regarding effectiveness of DHS programs.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Ensures that supportive services in educational and legal issues are provided to each participant.
2. Ensures that confidentiality regarding participants and other business is maintained at all times.
3. Ensures compliance with federal, state laws and county ordinances, rules and mandates.
4. Ensures that paperwork is completed efficiently and timely.
5. Ensures that participants are treated courteously and provided or referred for appropriate services.
6. Applies Trauma Informed Care principles and practices, with a strong commitment to fostering a positive, healthy work culture.
7. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to the Clinical Diversion Programs supervisor.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's degree required, preferred in human services, social work, psychology, or criminal justice. Related degrees with 2 years' experience in providing mental health services are considered.
2. If unrelated degree, 4 years' experience providing mental health services is required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of resources and their availability and application to participants and families. Considerable ability to gather information, organize facts and clearly present them, verbally and in writing, to attorneys, judges and participants.
2. Ability to work cooperatively and effectively with law enforcement, attorneys, and other community resources.
3. Considerable personal organizational skills; must be able to effectively balance time and workload.

4. Fundamental computer skills and the ability to use computer programs to document and track case activity and compile statistics.
5. Working knowledge and understanding of Trauma Informed Care preferred.
6. Ability to effectively address and resolve conflict and to manage stress in a professional manner.
7. Ability to work a flexible schedule as workload dictates.

**PHYSICAL REQUIREMENTS:**

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