

SAFER FOUNDATION
VACANCY ANNOUNCEMENT
January 23, 2012

All positions are Full-Time (40-hours/week) and located in the Chicago Metropolitan area unless otherwise specified. Applicants should submit updated resume via URL address link listed in the posting.

Title: Correctional Case Manager (jcw)
Program: Community Corrections
Location: Crossroads and North Lawndale, Chicago, IL 60612

To apply, please click here: <https://home.eease.adp.com/recruit/?id=694961>

Please note: After you "submit" your application, you will receive an e-mail acknowledging receipt.

The Correctional Case Manager is responsible for providing effective comprehensive services and individual interventions to each of the residents on his/her assigned caseload. He/she is also part of team that provides group services and interventions.

JOB DESCRIPTION:

The Correctional Case Manager position is responsible for:

- Developing and maintaining an Individual Improvement Plan for each resident.
- Coaching the resident in everyday life and family skills.
- Managing a caseload and maintaining documented files and case notes which are audit ready at any time.
- Completing, accurately and timely, all paperwork, procedures and periodic reports required by IDOC and/or Safer.
- Proactively participating in a variety of collective programming including the orientation of new residents.
- Promoting programs that reduce or eliminate facility's failure to return percentage and increase facility's employment retention percentage.
- Participating in staff training.
- Administering intermittent client satisfaction surveys.
- Rendering assistance to the Security Department as necessary.

QUALIFICATIONS:

- Three - four years of case management experience
- Good facilitation, interpersonal, and communications skills
- Competency in Microsoft Office Suite
- Excellent verbal and written communication
- Ability to complete the Illinois Department of Corrections background check

ACADEMIC BACKGROUND:

- Bachelor's degree.

Safer Foundation is a drug-free workplace.
EOE/AA/M/F/D/V