

## CASE MANAGER I (TASC - SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the performance of a variety of para-professional duties designed to assist in the identification and screening of eligible clients for the Treatment Alternatives for Safer Communities) (TASC) Program. This position is responsible for referring clients into treatment, transporting them to treatment interviews, monitoring their progress in treatment, and reporting client's progress to the Court. This position may involve both day and evening assignments throughout Westchester County. The duties require proficiency in both Spanish and English providing interpretive and information service. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both the Spanish and English languages;

Provides case finding and screening services for the more routine and less complex cases within the Court for defendants involved with alcohol or drug abuse and/or presents evidence of mental illness in order to ascertain appropriate treatment as an alternative to incarceration;

Remains informed regarding the Court calendar for his/her particular jurisdiction;

Accepts referrals from judges, district attorneys, defense attorneys, etc. of individuals in need of screening by TASC; provides some initial screening and follow up screening in the TASC office;

Following a comprehensive screening, effectuates referrals to a mental health, drug abuse, or alcoholism facility for a full treatment evaluation and accompanies and/or transports clients to the appropriate facility when necessary;

Provides County Jail screenings to the inmate population and transports clients to residential treatment when appropriate;

Assesses treatment evaluation data and communicates it to the Court with recommendations regarding the appropriateness of the client for treatment and TASC participation;

Monitors the participation of the client in the treatment program through review of attendance data, requests for Treatment Progress Reports on a monthly basis for each client, and, in person conferences of cases with treatment personnel as indicated;

Reinforces client treatment participation through Case Management sessions as needed;

Notifies the Court of either successful completion of TASC by client or unsuccessful follow-up by client, thereby requesting a violation by the Court;

Coordinates supervision of the client with the Department of Probation in cases where requested by the Court or by the Department of Probation;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Conducts outreach to the domestic violence client upon referral by the District Attorney's Domestic Violence Unit;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the criminal justice system; knowledge of the types of treatment resources and the ability to learn about specific agencies and programs; ability to communicate effectively with personnel in the Courts and the treatment agencies; ability to engage the client in effective utilization of the TASC program; ability to learn a variety of para-professional duties in the assigned program area; ability to differentiate alcohol abusing, drug abusing, and mentally ill populations to effectuate referrals to appropriate specialty programs; ability to handle difficult situations in a professional manner manifesting sound judgment; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish Language Proficiency test; ability to communicate effectively in English, both orally and in writing; resourcefulness; ability to effectively use computer applications such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) satisfactory completion of sixty credits\* at a recognized college or university; or (b) two years experience where the primary function of the position was providing direct services to clients in a community service, mental health, medical or criminal justice setting; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

NOTE: Each year of paid experience as stated above may be equated with two years of satisfactory, verifiable full-time volunteer experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co  
J. C.: Competitive  
DBB7

Job Class Code: C2512  
Job Group: VII

**Comment:** Revised: 7/30/03  
Created:  
Date approved for other than  
competitive:  
For departments: