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**Job Title:** Pretrial Release Initiative Case Manager Level I

**Reports To**: Pretrial Release Initiative Program Supervisor

**Type of Position:** Full-Time

**FLSA**: Exempt

**Job Scope:** Under the general guidance and supervision of the Pretrial Release Initiative Supervisor, the Pretrial Release Initiative Case Manager is responsible for connecting participants with approved social services and programming and monitoring compliance of court-ordered requirements. The Case Manager is responsible for helping determine eligibility, providing supervision, assistance, referrals, connecting to community resources and providing encouragement, guidance and direction to participants in Oklahoma County Pretrial Release Initiative in a professional and appropriate manner to empower participants to achieve program goals and maintain compliance with the terms of their court conditions. These services include but are not limited to analyzing legal history, interpreting assessments, establishing and overseeing supervision plans and treatment compliance, goal setting, record keeping and employment assistance. The Case Manager is expected to participate in case staffing meetings, programmatic development, and participant problem-solving in accordance with guidelines established for the Pretrial Release Initiative.

**Primary Duties and Responsibilities:**

* Interview participants and complete intake assessment at the time of release or soon thereafter.
* Record participant information in approved Pretrial Release Initiative database and maintain consistent and effective communication of participant progress to District Judges, Public Defender’s Office and District Attorney’s Office.
* Assist in preparing Pretrial Release documentation for the Courts.
* Provide case management services and supervision for participants assigned to the program to assure court appearances.
* Ensure participant services are administered in accordance with program policies, procedures and guidelines.
* Conduct drug testing by taking urine samples from participants and analyzing for drug usage.
* Monitor participants supervised by GPS Monitoring.
* Provide case management services and supervision to participants assigned to Pretrial Release Initiative. Supervise activities and behavior of participants to ensure compliance with the terms of the court order and program, assist in locating employment opportunities for participants, advise and direct participants in problem solving, communicate with appropriate officials within the criminal legal system, gather necessary information and monitor court ordered treatment plans as outlined by the sentencing judge.
* Provide Information and Referrals (I and R) to participants for community-based support and assistance including but not limited to clothing, identification, housing, food, employment, medical care, treatment, counseling, child care, transportation and financial aid.
* Maintain individual participant files and complete necessary paperwork which includes, but is not limited to, upcoming court appearances, sentencing information, drug test results, employment information, participant movement history, written reports, treatment reports, community service, violation reports, special reports, and other related forms and documents using Microsoft Word and/or approved data system.
* Record and maintain up-to-date data on the approved data system for monthly reports.
* Audit participant files regularly to ensure proper content and records and forms associated with the program are current and up to date.
* Review and process all legal documents dealing with the certified judgment and sentences, jail time statements, court sentence modifications, and other related legal documents relevant to success of participants.
* Testify in court regarding participants when called on and report directly to the assigned judge if requested.
* Participate in field visits including but not limited to appropriate contact with participants outside the office including the home, place of employment, or other locations such as treatment facilities, etc.; maintain contact with service providers and treatment facilities to ensure healthy working relationships.
* Conduct orientation of newly assigned participants and explain rules and conditions of TEEM’s Pretrial Release Initiative, ensure participant signatures are acquired on the waiver and confidentiality form, review court ordered treatment plan with participant, and conduct other responsibilities associated with intakes.
* Work with other case managers and staff in a positive, productive and professional manner and communicate within proper lines of organization chart.
* Other duties as assigned by supervisor.

**Knowledge, Skills, and Abilities:**

* Possess a basic understanding of people in need and/or impacted by the criminal legal system and how to empower such individuals without enabling them.
* Possess knowledge and proficiency in relevant computer software programs, and other related County or GPS software.
* Possess a history of positive interpersonal relationships.
* Ability to relate to participants and the public in a positive manner.
* Ability to track, document, and maintain up-to-date and accurate records.
* Ability to perform effectively in a changing environment and versatile in dealing with a wide range of individuals, situations and circumstances.
* Demonstrate commitment to the TEEM philosophy, concept, and program.
* Ability to adhere to TEEM’s policies and procedures.

**Education and Work Experience:**

**Education Required:** Bachelor’s Degree, *Bachelor’s Degree preferred in Social Services related field*.

**Work Experience:** Two years direct services or case management experience preferred.

**Physical Requirements:** The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with physical limitations or disabilities to perform the essential functions.

To apply, email your cover letter and resume to Stacy Kastner at [skastner@teem.org](mailto:skastner@teem.org).