



## Case Management Coordinator

**JOB ANNOUNCEMENT:** Case Management Coordinator (Correctional Program Director 1), Executive Service, Grade 032, Salary Range \$3,533 - \$5,654 per month

This position is responsible for the coordination and oversight of the initial/annual risk/needs/assessment process and reentry/case management plans in the facilities and community supervision districts for offenders. The risk/needs/assessment process will include the Test of Adult Basic Education (TABE), Offender Interest Eligibility Profile (O' Net), and clinical screenings. This position is also responsible for ensuring access to basic offender services (i.e. housing, identification, driver license renewal); career development opportunities, jobs and special program/treatment units that meet the offender's health, behavioral health, and human service needs per evidenced based recommendations.

Additionally, this position shall also ensure that the recommendations placed on the reentry plan are monitored for progress and successful completion. Other duties include offender classification/reclassification, transition of offenders from custody supervision to community supervision, applications for medical furloughs, and referrals to community resource agencies. The case management coordinator shall provide guidance and assistance to the responsible institutional staff as applicable. This position is also responsible working with the applicable TDOC personnel and other State agencies to identify workforce initiatives, and develop viable career programs for offenders and training programs for staff.

Additional duties also include facilitation of professional development training and educational resources that enable staff to balance work requirements with learning opportunities. This position is responsible working with the Tennessee Department of Education to identify educational trends and develop viable programs, policies and procedures to enhance the educational skills and opportunities for offenders within the prisons and those under community supervision.

### Requirements, Skills and Specifications:

- Must have a Bachelor's Degree, (Master's degree is preferred) in Criminal Justice or related field and/or at least 5 years' experience as a counselor/case manager or administrator.
- Must demonstrate proficiency and capability to make rational decisions, solve problems, organize their time well, and work efficiently.
- Must be a self-starter, motivated, organized, detail-oriented, with strong leadership skills, resolve, self-confidence, originality, and drive.
- Must have good communication skills, writing skills and the ability to appropriately correspond with a variety of agencies and clients.

To apply, submit a letter of application, complete resume reflecting education and specific positions held, and salary history and requirements to Kathryn Gant at [kathryn.gant@tn.gov](mailto:kathryn.gant@tn.gov). Applications will be accepted until position is filled.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or employment in, its programs, services or activities.