



Pennington County
Juvenile Case Manager
(Non-Exempt B21)

Position Objective:

The Case Manager provides case management for the detainees housed at the Juvenile Services Center. The Case Manager coordinates communication between detainees, family members, medical staff, administrative staff, or regulatory agencies.

Essential Functions:

1. Providing individual management services to agencies housing detainees at the juvenile services center.
2. Developing detainee program plans per contract.
3. Participating in weekly program staffing to review detainee progress/needs
4. Completing progress and termination reports and information requires.
5. Developing network services to assist with contract or detainee needs.
6. Facilitating community release.
7. Documenting all contacts and detainee correspondence.
8. Maintaining detainee programs and materials.
9. Managing summer break programs and schedules.
10. Proctoring exams as required.
11. Assisting with detention and disciplinary hearings as required.
12. Assisting with training staffing and outside parties as requested.
13. Attending meetings and trainings as required.
14. Role modeling appropriate behavior by treating all with dignity and respect; and
15. Performing additional duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- HS Diploma or GED required.
- Two years' experience in the juvenile justice system.
- Four year degree in Human Services or four years related experience (customer service, clerical, administrative, or social services).
- A combination of education and applicable experience may qualify.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is performed in an office environment, as part of a secure detention facility. Schedule will include evening working hours, Monday through Friday.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The

employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.