

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Transitional Case Manager

Class Code: 60363

Pay Grade: GI

A. Purpose:

Initiates community transition planning with adult inmates upon their admission to the Department of Corrections; refers inmates to Department of Corrections programs, other department's programs, and community providers for transition plan completion resources; and performs pre-release programming and case management assistance in finalizing their community transition plans prior to parole or release.

B. Distinguishing Feature:

The Transitional Case Manager provides a transition link between the institution and the community by providing adult inmates programming and case management assistance in developing their community transition plans, checking unit staff case management work and referring inmates back to the Unit Case Managers if the inmate release plan is inadequate. Transitional Case Managers are not involved in unit operations.

The Unit Case Manager acts as the unit second-in-command and focuses on unit programming relative to the needs of the inmates assigned to the unit and assists in unit operations.

The Corrections Unit Manager is responsible for the supervision of an inmate housing unit and the security of that unit with authority for unit classification, programming and disciplinary actions for inmates.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Assists adult inmates initiate community transition planning upon their admission to the Department of Corrections by interviewing them and assessing their plan needs.
 - a. Provides leadership in case management functions at each institution.
 - b. Administers criminogenic needs assessments to inmates upon their admission.
 - c. Develops initial community transition plans with inmates while they are in the admissions unit.
 - d. Develops and maintains community resource lists.
 - e. Provides community and Department of Corrections program resource information to inmates and unit staff.
 - f. Conducts motivational interviews with inmates to facilitate their development of transitional goals.
 - g. Inputs initial transition plans into the release plans database.
 - h. Monitors and tracks all admissions to ensure each inmate is afforded the opportunity to develop a transition plan.
 - i. Coordinates with unit staff to share information.
 - j. Makes referrals on inmate cases to various departments, agencies, or Department of Corrections programs when immediate needs of inmates must be addressed before completion of their initial transition plan.
 - k. Requests that parole agents conduct placement investigations.
 - l. Approves parole agent placement investigations.

2. Provides case management of community transition plans for adult inmates prior to their release from prison to ensure they are prepared to reenter society with a firm transition plan.
 - a. Provides community transition programming three months prior to an inmate's scheduled release from prison.
 - b. Reviews each inmate's community transition plan for sufficiency.
 - c. Reviews each inmate's case management work and the inmate's readiness for release or parole.
 - d. Refers inmates back to the unit case managers if the inmate's case management work and release plan are not adequate.
 - e. Refers inmates to community based providers.
 - f. Makes necessary referrals to Department of Corrections programs.
 - g. Staffs inmate cases for those inmates who have had extensive problems with unit case managers and parole agents.
 - h. Provides eligible inmates the opportunity to apply for SSI and other disability programs.
 - i. Considers the impact of inmate release plans on victims, law enforcement, the inmate and the inmate's family, employer, service providers, etc. in making a decision to support the release or parole of the inmate.
 - j. Prepares investigative summaries for inmates appearing before the Board of Pardons and Paroles.
 - k. Assesses each inmate's program efforts and potential success upon their release into society.
 - l. Determines the initial community risk levels for all inmates releasing to supervision.
 - m. Updates initial transition plan data in the release plans database.
 - n. Monitors and tracks all inmates in the program to ensure that they are released on their programmed release date.
 - o. Develops conditions of parole.
 - p. Approves community placements.
 - q. Maintains statistics and provides monthly reports.

3. Serves as liaison to community agencies to obtain additional services for inmates involved in community transition planning.
 - a. Presents and explains the Department of Corrections goals in the transition process to the public and community agencies.
 - b. Ensures that the appropriate Department of Corrections staff members are aware of each community agency's procedures and their resources.
 - c. Develops new relationships with community agencies to enhance release opportunities for inmates.
 - d. Works with community agencies to identify special services that will help facilitate transition planning and the release process.
 - e. Maintains a community resource database which provides unit management staff with information about community providers throughout the State.

4. Performs other work as assigned.

D. Reporting Relationships:

The Incumbent reports to the Classification and Transfer Manager. Typically does not supervise.

E. Challenges and Problems:

Challenged in developing resources and placements for inmates, especially the developmentally disabled, mentally ill, poorly educated, sick, and dependency challenged inmates so they are not

held past their programmed release date. This is challenging because of the need to navigate multiple systems while applying complex state and Federal regulations governing program eligibility.

Problems include identifying inmate deficiencies and determining programs to meet their needs, persuading and motivating inmates to participate in transition planning, in determining fact from fiction when dealing with inmates, and finding community resources which can support released inmate needs.

F. Decision-making Authority:

Decisions include making referrals on inmate cases to various departments and agencies, approving placement investigations, approving unit case management release plans, when to refer an inmate back to a unit case manager because the release plan is not properly prepared, approving community placements, determining whether referrals need to be made to community providers and/or Department of Corrections programs to complete a transition plan, content of the parole conditions, and identifying community resources to the inmates.

Decisions referred to a superior include program revision recommendations, policy and procedure interpretations, performance standards assignment, approval of questionable placement investigations, releases outside of the normal procedures, approval of questionable agencies, and personnel duty assignments.

G. Contact with Others:

Daily contact with Unit Case Managers, Parole Agents, parole board office staff, program staff, Classification/Transfer Manager, other DOC program staffs, and community agencies coordinators to discuss transition programming and plans. Monthly contact with parole board members to discuss transition plans.

H. Working Conditions:

Incumbent is located within a correctional facility and is exposed to individuals who are convicted felons for a variety of crimes against either property or people.

I. Knowledge, Skills and Abilities:

Knowledge of:

- Department of Corrections policies and procedures;
- individual program directives, custody classification, community transition planning;
- community agencies and providers;
- computer operations;
- Department of Corrections facilities and their operations systems;
- offender programs and Department of Corrections philosophy.

Ability to:

- apply various interview techniques;
- motivate inmates to actively participate in community transition;

- communicate information clearly and concisely;
- aggressively pursue relationships with community agencies;
- effectively manage a large case load of inmates;
- employ effective positive persuasion techniques to obtain desired outcomes;
- organize multiple activities and meet deadlines;
- use a computer;
- remain calm during stressful situations and react to emergencies quickly.