

CLASSIFICATION CASE MANAGER

ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL

This position is employed by Albemarle-Charlottesville Regional Jail.
This position is not employed by the Albemarle County Public Schools & Local Government

The **Classification Case Manager** provides screening and assigning of new inmates to their proper housing and programs to assist in ensuring the safety and security of inmates, staff and the citizens in the area. Essential functions include, but are not limited to, the following:

- Thoroughly screens all newly committed inmates to determine proper housing and programs/service assignments
- Conducts COMPAS Assessments on inmates assigned to his/her caseload
- Provides case management services to his/her caseload
- Respond to attorney requests for jail adjustment letters
- Provide assistance with transitional services as needed
- Prepares inmate release plans and assist with transitional needs as appropriate
- Maintains counseling files, M-Custody, or other specialized responsibilities

QUALIFICATIONS: Requires gathering, organizing, analyzing and evaluating information; prescribes action plans based on such information; requires giving information, guidance or assistance to people to facilitate task accomplishment; may give directions or assignments to helpers or assistants.

A graduate from a four year accredited college or university with coursework in Criminal Justice or Social Science related field preferred but not required. Three to five years of related work experience may serve in lieu of educational experience.

SPECIAL CERTIFICATIONS AND LICENSES: Must possess a valid Virginia state driver's license. Must possess VCIN/NCIC certification; Notary Public certification or obtain within 60 days upon assuming position. CPR/First Aid certification is desirable.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS: Requires light work that involves walking and standing; involves exerting up to 20 pounds of force on a recurring basis; requires adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy. The job may risk exposure to disease/pathogens and violence. The job requires normal visual acuity and field of vision, hearing and speaking abilities, and color perception.

SALARY: : Pay Range: \$40,767 -\$63,188 /annually, starting salary will commensurate with experience and knowledge.

DEADLINE FOR APPLICATIONS: Until filled

APPLY: Albemarle-Charlottesville Regional Jail
160 Peregory Lane, Charlottesville, VA 22902,
(434) 977-6981
Link to Application: https://docs.wixstatic.com/ugd/60e573_cd970f1a3b5e43528a0fb5192665f1c4.pdf

EQUAL EMPLOYMENT OPPORTUNITY

The Albemarle Charlottesville Regional Jail does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.