

CLASS TITLE: TASC CASE MANAGER SUPERVISOR

Class Code: 02820800
Pay Grade: 25A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and review the work of a subordinate staff engaged in monitoring the progress of clients within the substance abuse treatment program; to be responsible for the supervision of the criminal justice reporting process; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some latitude for the exercise of independent judgement; work is reviewed while in process and upon completion for conformance to established rules, regulations, policies, and procedures.

SUPERVISION EXERCISED: Supervises and reviews the work of a subordinate staff and others assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and review the work of a subordinate staff engaged in monitoring the progress of clients within the substance abuse treatment program.

To be responsible for the supervision of the criminal justice reporting process.

To be responsible for the preparation and supervision of reports documenting the progress and treatment of clients assigned to the substance abuse treatment program and to present such reports to appropriate officials within the criminal justice system.

To be responsible for the review and evaluation of program efficiency and effectiveness and to assist in the development of alternative TASC treatment program concepts.

To be responsible for evaluating clients; progress and to make recommendations concerning program completion, transfer or dismissal from the substance abuse treatment program.

To serve in a liaison capacity between the criminal justice system and the drug/alcohol treatment network in coordinating the activities of the program and its objectives.

To be responsible for the review and revision of TASC reporting forms for the purpose of improving client data collection, as well as program progress.

To be responsible for the preparation of monthly statistical reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the criminal justice system relative to substance abuse treatment programs; a working knowledge of the principles, practices and techniques of a drug/alcohol treatment network and the various modalities of treatment available; the ability to supervise and review the work of a subordinate staff and others assigned to assist; the ability to analyze and evaluate the efficiency and effectiveness of treatment programs and to make recommendations regarding the same; the ability to prepare clear and concise evaluation and monitoring reports; the ability to establish and maintain effective working relationships with clients, superiors, officials, and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Social Services, Criminal Justice or Public Administration; and

Experience: Such as may have been gained through: considerable employment in a responsible position within a human service treatment program involving the review, evaluation and monitoring of client progress records.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 3, 1988

Editorial Review: 3/15/03