**Job Title**
Case Manager: Williamson County Transformative Justice Program

**Employer / Agency**
Lone Star Justice Alliance

**Job Description**
We are an incredible team of change-makers who put our clients first always and who care deeply about providing a model of care that will fundamentally shift how our country treats those charged with crime. We rely upon evidence-based practices, data and experience to guide our work. We are looking for dynamic problem solvers who never accept the status quo, who go 10 steps beyond the requirements, and who will champion the people we serve. We pay well above market, have generous leave policies and provide benefits intended to keep our employees long-term (like retirement). We do this because this work is hard and we believe in supporting our employees because they support so many others. We take care of you, so you can be the best in the field. We are people-centered, drivers of change. If this sounds like you, and you are looking for a job that will challenge you and may just change the world, we encourage you to apply.

The Case Manager will provide intensive, individualized case management to emerging adults (17-24 years old) receiving services under the Transformative Justice model; individualized services include education or vocational training, mental health and/or substance use recovery services, assistance with housing and employment, and cognitive and behavioral interventions based on the Positive Behavior Interventions and Supports (PBIS) framework and other research and evidence-based strategies. The Case Manager will work closely with peer support staff, service providers, and LSJA staff to oversee the physical and mental wellness of participants to ensure they are supported and can achieve the best outcomes, including increasing the likelihood that they will remain free from justice-involvement. Working with all members of the Transformative Justice team, the Case Manager will collaborate to ensure adherence to the organizational values of authentic emerging adult engagement, building community, promoting racial equity, diversity, and inclusion, and employing strengths-based practices. This position is based out of our Georgetown office.

**Major Responsibilities & Duties:**

In partnership with the LSJA team, accomplishes participants’ care by assessing treatment needs, developing, monitoring, and evaluating the Individual Case Plan (ICP) and progress, and facilitating interdisciplinary approaches.

Admits new participants by reviewing records and conducting orientations.

Determines participants’ requirements by completing intake interviews, determining need for therapeutic medical, psycho-social, and psychiatric evaluations, reviewing therapist evaluations, treatment objectives, and plans.

In partnership with Peer Support Specialists and/or Community Outreach Coordinators, establishes community engagement requirements;

In partnership with the Multi-Disciplinary Team (MDT), establishes treatment programs by setting schedules and routines, coordinating services being provided, and arranging resources.

Monitors cases by verifying participants’ attendance, observing and evaluating treatments and responses both in the office and in the field, advocating for needed services, obtaining additional resources, intervening in crises, and providing
Maintains participants’ records by reviewing case notes and logging events and progress in the organization’s approved case management data system. Prepares participants’ exit from the Transformative Justice program by reviewing and amplifying exit plans, coordinating exit and post-exit requirements, and providing needed resources. Improves self and staff competence by participating in and providing educational resources, balancing work requirements with learning opportunities, and evaluating the application of learning to changes in treatment results in consort with the Transformative Justice’s theory of change. In partnership with the TJ team and consultants, uses research and evidence-based strategies to employ effective cognitive intervention and Positive Behavioral Interventions and Supports (PBIS) to improve and integrate all of the data, systems, and practices affecting participant outcomes. In partnership with the Transformative Justice team, improves treatment results by studying and evaluating participant behavior, participation, and outcomes and implementing and documenting interventions using the organization’s approved processes as well as research and evidence-based strategies. Meets budget by monitoring expenses and implementing cost-saving actions. Prepares reports as directed by collecting, analyzing, and summarizing treatment and results data and trends, compiling statistics, completing grant and subsidy applications, and inputting data into the organization’s approved data system(s). Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.

### Qualifications

**Education and Experience:**
- 5 years of case management experience. Demonstrated history of exemplary organizational, management and communication skills.
- Trained in Trauma Informed Care
- Trained in Positive Behavioral Incentives and Supports
- Trained in Trust Based Relationship Intervention
- Advanced degree in social work (MSW, LCSW) or a related field preferred
- Must be proficient in MS Word, Excel and Outlook.
- Must be able to utilize a case tracking system.
- Must have valid driver’s license and reliable transportation. Must be able to travel within assigned region.
- Must be able to work a flexible schedule including nights and weekends as required.

**Communication:**
- Desire to communicate with justice-involved emerging adults ages 17-24 from diverse communities and the ability to communicate with the broader community on behalf of those emerging adults.
- Ability to successfully navigate challenging conversations and build consensus on diverse perspectives.
- Ability to utilize professional and courteous written, verbal, and non-verbal communication skills.
- Ability to develop and conduct group sessions with emerging adult participants.
Desire to educate justice-involved participants about the unique issues they may face as they transition from the criminal justice system, homelessness, addiction, etc. into mainstream society.

**Commitment to Service:**
- Ability to build authentic relationships with racially, socioeconomically, and gender-diverse communities of emerging adults.
- An understanding of the concepts of institutional and structural racism and bias and a genuine commitment to equity and inclusion.
- An ability to effectively work with people from diverse backgrounds, including age, race, ethnicity, gender identity, and lived experiences.
- Willingness to seek out evidence-based and innovative interventions to ensure participant success.

**Professionalism:**
- Strong organizational skills and the ability to manage projects and coordinate events in conjunction with other staff members, volunteers, and consultants in order to achieve long and short-term goals of the organization.
- Represent the vision of LSJA and voice in the wider community.

**Skills:**
- Ability to apply evidence-based practices
- Ability to work collaboratively
- Ability to accurately prepare documentation and reports
- Willingness to work on controversial issues or projects required

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<th>Salary/Hours</th>
<th>$45,000-$60,000, commensurate with experience.</th>
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<td></td>
<td>40 hrs/week</td>
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<td>All full time employees receive employer-paid PPO health, vision, and dental; we anticipate adding life insurance and a retirement plan by June 2020.</td>
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<th>Employer/Agency</th>
<th>Lone Star Justice Alliance</th>
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<tr>
<td>Address</td>
<td>3809 South First St.</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Austin, Texas 78704</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Stephanie Trevino</td>
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<tr>
<td>Contact Title</td>
<td>General Counsel</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:strevino@lsja.org">strevino@lsja.org</a></td>
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**Application Method**

- Please send a letter of interest and a resume to General Counsel, Stephanie Trevino, strevino@lsja.org.
- In the Subject line, type your last name in all caps – one adjective to describe you – Case Manager. (Ex. HENNEKE-gregarious-Case Manager) In your cover letter, answer the following questions:
  - Why do you want to work with emerging adults? You should be detailed in your response, but don't go over two paragraphs.
  - Why do you think you would be a good fit for this nonprofit?
  - Finally, what is your favorite children’s book and why?

Applications will be considered on a rolling basis. Priority will be given to applications received by March 7, 2020. We are an equal opportunity employer.

**Opening Date**

Immediate