

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/14/17

CLOSING DATE: 07/21/17 (4:30 PM)

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SCDC INTERNAL TITLE: LEAD YOIS CASE MANAGER SCDC POSITION #: 013948  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM  
LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) LEVEL 2

STATE JOB TITLE: HUMAN SERVICES COORD I STATE JOB CLASS: GA50  
PAY BAND/LEVEL: 05 E  
BAND: 05 SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE: \$ 038422 - \$ 049591 SCEIS POSITION #: 61022367

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### MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND PROFESSIONAL EXPERIENCE IN HUMAN SERVICES OR SOCIAL SERVICES PROGRAMS.  
A BACHELOR'S DEGREE AND TWO (2) YEARS EXPERIENCE IN A CORRECTIONAL SETTING AND/OR SOCIAL SERVICE/MENTAL HEALTH PROGRAM; OR AN ASSOCIATE'S DEGREE AND FOUR (4) YEARS EXPERIENCE IN A CORRECTIONAL SETTING AND/OR SOCIAL SERVICE/MENTAL HEALTH PROGRAM; OR A HIGH SCHOOL DIPLOMA AND SIX (6) YEARS EXPERIENCE IN A CORRECTIONAL SETTING AND/OR SOCIAL SERVICE/MENTAL HEALTH PROGRAM. MUST POSSESS COMPUTER SKILLS. MUST SUBMIT RESUME WITH APPLICATION.

### DESCRIPTION OF DUTIES:

UNDER SUPERVISION OF THE YOIS INSTITUTIONAL COORDINATOR, POSITION WILL PROVIDE SUPERVISION OF YOIS CASE MANAGEMENT STAFF AND SPECIALIZED CASE MANAGEMENT DUTIES FOR THE YOUTHFUL OFFENDER POPULATION. WILL COORDINATE INTAKE, ORIENTATION AND RELEASE PROCESS FOR ALL YOUTHFUL OFFENDERS. COORDINATES AND SERVES ON SPECIFIED CASE MANAGEMENT TEAMS AND ACCOUNTABILITY BOARDS WHILE ENSURING CONSISTENCY WITH ALL DOCUMENTATION, RECOMMENDATIONS AND REFERRALS. MAINTAINS A SPECIALIZED CASELOAD OF INDIVIDUALS. RESPONDS TO OFFENDER REQUESTS THROUGH THE INMATE KIOSK SYSTEM AND COORDINATES ALL COMPONENTS OF PRE-RELEASE CLASSES. COORDINATES INTENSIVE SUPERVISION OFFICER (ISO) SCHEDULING AND VISITS, ADDRESSING/RECTIFYING ONSITE ISO CONCERNS. FACILITATE TRAINING FOR ALL NEW AND CURRENT YOIS CASE MANAGEMENT STAFF.

### COMMENTS:

MUST ATTEND SCDC BASIC TRAINING  
SERVES AS YOIS LEAD CASE MANAGER AT TRENTON CORR. INSTITUTION  
SERVES AS YOIS LEAD CASE MANAGER AT TRENTON CORR. INSTITUTION