

# NEW JERSEY ASSOCIATION ON CORRECTION

## JOB DESCRIPTION

**Job Title:** Bilingual, Bicultural Case Manager  
**Reports To:** Program Manager  
**FLSA Status:** Exempt  
**Department:** Passaic County Women's Center  
**Level:** Program Professional III

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to:

Represent program onsite at a local organization serving Hispanic population two days per week

Provide counseling for program participants

Provide crisis intervention, information and referral, and advocacy services either in-person or on telephone

Provide accompaniment for program participants with Police, hospital, court and other related human service or health organization

Provide casework and counseling referral to participants.

Participate in staff meetings and in the screening process for prospective residents.

Prepare and maintain client records including social histories, chronological reports, case summaries and other information as needed.

Assist participants in obtaining gainful vocational training, job training or employment.

Whenever appropriate, meet with the families of clients and provide referrals.

Provide appropriate advocacy and referrals for clients seeking housing, legal advice, etc., while encouraging and facilitating client's independent action.

Maintain up-to-date records of all activities and submit weekly reports to supervisory staff.

Carrying a beeper and serving on-call as needed.

Perform other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals must possess a valid driver's license and have access to a currently registered, insured automobile.

**EDUCATION/EXPERIENCE:**

Bachelor's degree from a four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience.

**MATH ABILITY:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of situations where only limited information exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule formats.

**COMPUTER/TYPING SKILLS:**

Strong computer skills including Windows and Microsoft Office Suite.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**ASSOCIATION PHILOSOPHY:**

All Association employees must be committed to the New Jersey Association on Correction's philosophy: "To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislative and rehabilitative programs."

**The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.**