

**DEPARTMENT:** PROBATION DEPARTMENT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JULY 21, 2022

### **TASC CASE MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position functions independently to assure compliance with the Treatment Alternative to Street Crime (TASC) County program. The incumbent in this class is responsible for a variety of professional duties designed to identify, screen, and monitor eligible clients for the TASC program. The TASC Case Manager provides assessments, referrals, intervention, case management, monitoring and related social work services to individuals with substance abuse problems who are mandated by the court and probation to comply under TASC. The TASC Case Manager functions under the general direction of a TASC Supervisor. May supervise appropriate clerical staff for report completion. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Provides assessments and treatment recommendations within the court for defendants involved with alcohol and drug abuse and/or presents evidence of mental illness in order to ascertain appropriate treatment as an alternative to incarceration; conducts interviews within and outside the correctional facility, for case monitoring and supervising the TASC clients to ensure compliance with the correctional facility and/or within the designated community treatment program;
2. Services the more complex and difficult court cases to ensure court mandated compliance within the conditions of the courts, probation, treatment providers and TASC program;
3. Accepts referrals from judges, district attorneys, defense attorneys, etc. of individuals in need of screening and conducts in-depth assessments of individuals evaluating for appropriate level and type of treatment, then referring to providers;
4. Provides full treatment evaluation, effectuates referrals to a drug abuse, alcoholism, or mental health facility;
5. Assesses treatment data, compiles and completes written and oral reports to the courts and probation with recommendations regarding the appropriateness of the client for treatment & TASC participation;
6. Coordinates supervision and provides intervention with alternatives to courts, probation and treatment providers;
7. Conducts visits to residences, employers, treatment facilities and halfway houses;
8. Evaluates substance abuse problems, legal histories, treatment histories and motivation for substance abuse treatment for all TASC clients;
9. Monitors the participation of the client in treatment program, reviews treatment progress reports, conferences about cases with treatment personnel, and reinforces client treatment participation through case management sessions;
10. Supervises drug and alcohol testing to TASC client and performs assessments;
11. Participates in the coordination and transfer of TASC client to other levels of treatment and monitors same;
12. Notifies the court and probation of either successful completion of the TASC program by the client or unsuccessful follow-up by client, thereby requesting a violation by the court;
13. Provides counseling for TASC clients and performs outreach activities as required.

**CONTINUED**

## **TASC CASE MANAGER CONTINUED**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the criminal justice system; good knowledge of treatment resources to evaluate, monitor, supervise and recommend clients to specific treatment providers and programs; ability to communicate effectively in treatment reports and recommendations for the TASC program requirement with courts, probation and treatment providers; ability to engage the client in effective utilization of the TASC program; ability to differentiate alcohol abuse, drug abuse, and mental illness populations to effectuate referrals to appropriate treatment providers; ability to handle difficult situations in a professional manner manifesting sound judgement; resourcefulness; integrity; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. A Master's Degree in Criminology, Psychology, Social Work, or related field and one (1) year of full-time paid experience counseling in a correctional institute or criminal justice setting or in counseling for identification, screening, and monitoring clients with substance abuse and/or mental illness treatment programs; **OR**
2. A Bachelor's Degree in Criminology, Psychology, Social Work, or related field and four (4) years of full-time paid experience in counseling in a correctional institute or criminal justice setting or in counseling for identification, screening, and monitoring clients with substance abuse and/or mental illness treatment programs.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.