Position Announcement
Case Manager (2)
Posted: February 26, 2016

Application Deadline: Search will continue until 3:00 PM on March 18, 2016.

General Information: J. F. Ingram State Technical College is a postsecondary correctional education institution with centers located at Deatsville, Wetumpka, and adjacent to Draper Correctional Facility in Elmore County. Its mission is to provide quality educational services to individuals incarcerated in central Alabama’s correctional facilities. The student population served is diverse in age, race, educational, economic, and cultural backgrounds.

Qualifications: A bachelor’s degree from a regionally-accredited college or university in human service related filed such as social work, counseling, psychology, etc. is required. Case management experience required. Experience assisting clients in obtaining employment is strongly preferred. Experience working with a correctional population is strongly preferred. Familiarity with the Alabama Department of Corrections’ (DOC) Administrative Regulations is preferred.

Job Summary: The Case Manager is a full-time position under the authority of J.F. Ingram State Technical College. This position is a professional position functioning under the direction and leadership of the Counseling Programs Coordinator. The Case Manager will identify needs that interfere with successful re-entry, to provide or link to services and/or resources that facilitate successful re-entry, and to coordinate services delivery to include job placement of students. Listed below are the essential functions of the position. These may be modified or others assigned in order to meet the needs of the College.

Essential Functions:
- Develops and implements an individualized reentry plan.
- Completes needs assessments on students preparing to reenter society.
- Identifies and links students to services during incarceration, transition and post release.
- Works with instructors and other college personnel to help students obtain employment
- Serves as advocate for all students.
- Serves as liaison between students, the Alabama Department of Corrections (DOC), Pardon’s and Parole, non-profits and other providers.
- Manages service delivery to insure that services are provided in a coordinated and complementary manner.
- Maintains the confidentiality of records and information.
- Monitors service delivery to insure that services are delivered as scheduled.
- Completes required paperwork in an accurate and timely manner.
- Participates in in-service training and other continuing education activities to enhance job skills and knowledge.
- Attends mandatory monthly staff meetings and any other meetings called by the Counseling Programs Coordinator.
- Demonstrates computer literacy, such as the ability to utilize current technology to communicate, collect and analyze data.
- An understanding of and commitment to the philosophy and mission of a community and technical college.
- A sensitivity and commitment to cultural diversity.
- Serves on committees as needed
- Complies with any applicable guidelines and policies set forth by the Alabama Community College System and J.F. Ingram State Technical College.
- Organizes and completes special projects and perform other duties and responsibilities as assigned by the President, Dean of Students, the Counseling Program Coordinator or their designee.

(continued on reverse side)
NOTE: All applicants will receive a copy of the approved job description, which will include details of essential functions.

Application Procedure: Application forms are available from the College website at: www.istc.edu under the ‘Employment’ and ‘Jobs’ tabs or

Human Resources Job Line
J. F. Ingram State Technical College
Post Office Box 220350
Deatsville, Alabama 36022-0350
(Phone: 334-290-3279)

Important Note! Only completed application packets will be considered. If an application deadline is specified, the College must receive all materials prior to the deadline. If an interview is required, applicants must adhere to the College’s interview schedule, travel at their own expense, and be willing to complete any additional required application materials. Interviews may include a prescribed question and answer session, and may include a writing assignment, and/or a demonstration of job-related and teaching skills. All application materials received will permanently become part of the College’s search files and will not be returned to the applicant. A separate application packet must be submitted for each position being applied for.

A COMPLETE APPLICATION PACKET CONSISTS OF:
- A completed institutional application form containing the applicant’s signature. (Photocopies are acceptable)
- A current resume reflecting all previous related work experience.
- Three current letters of verification from current and/or former co-workers and/or supervisors that confirms the applicant’s dates of employment as well as the required level of experience as stated in the “Qualifications” section. Remember that the work experience verification completion is your responsibility and must be demonstrated by you in your application materials (e.g., Jamie Doe worked for XYZ Corporation on a full-time basis from 1/2/96-2/5/14 as a Vice President of Business Operations. Some of the duties required for this position include the following:....). A sample letter of verification as well as a form, satisfying this requirement, are available on the College website at: http://www.istc.edu/employment/jobs.
- Transcripts for college coursework taken. Unofficial transcripts will be acceptable for review by a selection committee. However, prior to any offer of employment, official transcripts must be received by the College.

ALL APPLICATION MATERIALS, SUBMITTED FOR CONSIDERATION OF EMPLOYMENT, MUST BE MAILED OR HAND-DELIVERED TO THE COLLEGE AT THE ADDRESS LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.

Other Information:
J.F. Ingram State Technical College reserves the right not to fill this position should it be determined that the best interests of the College would be so served. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for State Board Policy 623.01 will be followed. I further understand that I may be responsible for the cost of said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within 3 days of hire and the determination will provide the basis for continued employment or other actions as stipulated by the E-Verify system.

J.F. Ingram State Technical College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity, or employment. J.F. Ingram State Technical College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.