



City of  
**Marion**  
Ohio

**Affirmative Action Committee**

Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

July 15, 2022

TO WHOM IT MAY CONCERN:

The City of Marion has a need to hire an individual in the **Municipal Court Probation Department** for the following position:

**Case Manager** - This is a full-time, non-exempt position with the starting pay rate of \$17.73 per hour. Highlights of this job description are listed below with a full job description attached.

- Note:**
- Must have an Associate’s Degree from an accredited college in psychology, sociology, human/social services or related field. Bachelor’s Degree preferred.
  - Responsible for assisting offenders with linking services for psychological and needs assessments, treatment planning, service provider linkage, monitoring, advocacy, counseling and crisis intervention, daily living support, medication supervision, and similar functions. Will work with diverse populations including those with criminal backgrounds, substance use disorders, and mental health disorders.
  - Must have a valid Ohio Driver’s License without restrictions of any privilege to drive at any time and is free from any requirement of High-Risk Liability Insurance.
  - Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, July 18, 2022 at 8:00 am  
 Application Closing Date/Time: ~~Friday, July 29, 2022 at 12:00 pm~~ --- UNTIL FILLED ---  
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor  
 - OR - download from [ww.marionohio.us/employment](http://ww.marionohio.us/employment)

**It is the policy of the City of Marion not to discriminate in the selection of candidates.**

Janell O’Neil  
City of Marion

Attachment

- |                        |                       |               |                 |                 |
|------------------------|-----------------------|---------------|-----------------|-----------------|
| cc: Committee Members  | Public Works Director | Auditor       | IT              | Probation       |
| Support Data List (AA) | HRAA – O’Connor       | Council       | Law Director    | Senior Center   |
| Mayor                  | HRC – Mayes           | Engineering   | Municipal Court | Transit         |
| Safety Director        | City Hall – 3 Floors  | Fire Dept – 3 | Parks           | Utility Billing |
| Service Director       | Airport               | Garage        | Police Dept     | WWTP            |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

**AN EQUAL OPPORTUNITY EMPLOYER**

**MARION, OHIO  
JOB DESCRIPTION**

**Job Title:** CASE MANAGER  
**Department:** MUNICIPAL COURT  
**Reports To:** CASE MANAGER COORDINATOR  
**FLSA Status:** Non-Exempt

**SUMMARY:** Case Manager is responsible for assisting offenders with linking services for psychological and need assessments, treatment planning, service provider linkage, monitoring, advocacy, counseling and crisis intervention, daily living support, medication supervision, and similar functions. Coordinate care with local treatment providers, probation, and correctional facilities. Case Manager will work with diverse populations including those with criminal backgrounds, substance use disorders, and mental health disorders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Submit referrals to local treatment agencies for drug/alcohol assessments, medication assisted treatment assessments, mental health assessments, sex offender assessments, domestic violence classes, anger management classes, and driver intervention programs.
- Transport offenders from jail to probation, treatment agency appointments, and residential treatment.
- Transport offenders to job interviews, employments services, education services, government services, pantry services.
- Transport offenders to community service details and assist with community service projects/observation.
- Review billing for lab work, IDAT, medication assisted treatment, nursing assessment, substance use assessments, and counseling services.
- Assist probation officers with obtaining assessment reports, progress reports, and discharge summary reports from treatment providers.
- Serve as liaison between probation and treatment providers.
- Assist probation officers with conducting urine and/or alcohol testing to ensure compliance with court orders.
- Facilitate cognitive behavior skills/programs.
- Attend staff meetings as requested by the Chief Probation Officer or Judge.
- Perform other functions as designated by Case Manager Coordinator, Special Dockets Director, Chief Probation Officer or Judge.

**SUPERVISORY RESPONSIBILITIES:** No supervisory duties.

**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.

- Pass security and background check.
- Willingness to be certified in the Ohio Risk Assessment System and to be certified to facilitate Cognitive Behavior Programs.

**Education and/or Experience:** An Associate's Degree from an accredited college in psychology, sociology, human/social services or related field. Bachelor's Degree preferred.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from officials, clients and the general public.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** Knowledge of Internet software; Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations:** Valid unrestricted Ohio Driver's License.

**Other Skills, and Abilities:** Good knowledge of court procedures; tact and judgment in handling people; ability to follow oral and written instructions; ability to control individuals and situations involving strength, mobility and agility; ability to handle sensitive inquiries from officials and the public while maintaining confidentiality required; ability to drive vehicle. Knowledge of Evidenced Based Practices, including Cognitive Behavioral Therapy.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; taste and smell. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.