

## **Chrysalis Ministries, Inc.**

### **Job Description**

*Title: **Bexar County Reentry Case Manager***  
***Closing Date: Wednesday, March 4, 2015***  
*Position Reports to: **Outreach Program Director***

*Salary: **\$28,560 annually***  
*Full Time: **40 hours per week***  
*FSLA Status: **Non-Exempt***

The Bexar County Case Manager works directly with the formerly incarcerated individuals released from the Bexar County Adult Detention Center (BCADC), or any of the treatment facilities operated by the Bexar County Community Supervision and Corrections Department (Adult Probation) at Chrysalis Ministries Family Renewal Center (FRC). The Bexar County Case Manager may also be required to teach classes or provide other services in the Bexar County Adult Detention Center or in facilities operated by the Bexar County Community Supervision and Corrections Department.

#### **Job Duties:**

1. Meets with clients released from the BCADC or Applewhite Recovery Center, and to assess their needs, and to provide assistance in locating resources or services (i.e. obtaining housing, food, clothing, utilities, shelter, transportation, or any other service or resource required).
2. Makes facility visits, or corresponds by mail with inmates in the BCADC, Applewhite Recovery Center, and as is requested by the Chrysalis Outreach Program Director or the Executive Director for the purpose of working with incarcerated individuals and/or family members to develop discharge and reentry plans.
3. Facilitates reentry or character development classes at the BCADC, Applewhite Recovery Center for individuals incarcerated in these facilities who are soon to be released into the community. Administers appropriate pre and post-tests.
4. Completes client intake form and other required documentation on each client visited.
5. Documents all contacts with the FRC clients in either a file folder (chronological entries) or in the Client Case Management system with the outcome of each contact described. Keeps and files lists of all participants in classes facilitated with all pertinent information collected.
6. Submit a monthly written report to the Outreach Program Director and the Executive Director concerning the number of clients visited each month, the type of assistance provided, and important outcomes. Pertinent and interesting anecdotal information should be also provided.
7. Conducts individual assessments with clients following job readiness classes, money management classes, or other educational classes for the purpose of making referrals for job leads, or to programs both within Chrysalis and outside of Chrysalis.
8. Works with Catholic Ministerial Case Manager in organizing and maintaining the Chrysalis clothes closet and/or the food pantry.

9. Participates in and assist with special events (i.e. volunteer banquets, children's holiday parties, fundraisers etc.) as requested by the Outreach Program Coordinator or the Executive Director.
10. Assist in training volunteers, interns, or community service workers assigned to the position by the Outreach Programs Director, and the Executive Director. Turn in a list monthly to Outreach Program Director with volunteers supervised listed, duties completed, and number of hours worked.
11. Attend meetings or make presentations in the community concerning Chrysalis as requested by the Outreach Program Director, or Executive Director.
12. Collaborate as requested with Outreach Program Director or Executive Director in development and implementation of new programs, projects, or grants.
13. Maintains compliance with all Chrysalis Policies and Procedures, as well as institutional regulations of assigned work sites.
14. Assist Outreach Program Director, or Executive Director, with other duties as assigned.

## **II. Minimum Job Requirements:**

- a. A Bachelor's degree in Sociology, Psychology, Theology, Philosophy, Criminal Justice, or a related field, from an accredited college, **or** an Associates degree with at least 2 years experience in client case management, **or** a high school diploma, or equivalent, and at least 3 years in client case management.

## **III. Knowledge and Skills:**

- a. Experience and desire to work as part of a team.
- b. Communication skills, both oral and written. .
- c. Flexibility in work hours, programs and services.
- d. Ability and desire to work with clergy, staff and volunteers of varying faith backgrounds.
- e. Extensive knowledge of Microsoft Word, Power Point, and Excel.
- f. Ability and stamina to work with inmates/residents/clients with varying physical, mental or emotional dysfunctions.
- g. Ability to facilitate group process.
- h. Ability to establish priorities and work independently.
- i. Ability to handle and resolve problems and conflicts and work under stressful conditions.

**Please mail or email your resume to:**

**Chrysalis Ministries, Inc.  
Carol Lockett, Executive Director  
503 San Pedro  
San Antonio, TX 78212**

**[clockett@chrysmmin.org](mailto:clockett@chrysmmin.org)**