



## **ATASCOSA COUNTY SUBSTANCE ABUSE PROGRAM CASE MANAGER**

**POSITION SUMMARY:** Provide practical support and coordination services to enrolled residents in the Atascosa Substance Abuse Program. The Case Manager serves as a bridge between clinical treatment and community reintegration, supporting residents in completing program requirements while coordinating with their Juvenile Probation Officers (JPOs), families, and community resources to ensure a comprehensive, individualized reintegration plan is developed and activated prior to discharge.

**COMPENSATION:** \$50,000-\$55,000, depending on experience

**SUPERVISORY:** The Case Manager is directly accountable to the Clinical Program Director. This position does not carry supervisory authority over other staff but is expected to function as a collaborative team member alongside the Mental Health Counselor and other facility staff.

Applications to be submitted to the Juvenile Probation office at [jallen@atascosajuv.com](mailto:jallen@atascosajuv.com)

Applications Close: May 29, 2026, or until filled.

### **ESSENTIAL FUNCTIONS:**

- Meet regularly with residents to review progress toward program completion, address barriers, and support development of practical life skills including goal-setting, problem-solving, and decision-making.
- Serve as the primary point of contact for residents' families; maintain regular communication, facilitate family involvement in staffing and transition planning, and help identify and address family-level barriers to reintegration.
- Establish and maintain collaborative relationships with each resident's JPO; communicate regularly regarding progress and compliance and participate in staffing and 30-day treatment reviews.
- Identify and coordinate referrals to community-based resources; develop an individualized Transition/Reintegration Plan for each resident prior to discharge and assist residents and families in accessing applicable social, educational, medical, and financial services.
- Participate in multidisciplinary team meetings and collaborate with the Clinical Program Director and Mental Health Counselor to ensure case management activities align with each resident's treatment plan.
- Maintain accurate and timely case notes, contact logs, and reintegration documentation in compliance with HIPAA, TJJD, and applicable Texas state regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of community resources and service systems relevant to adolescents and families, including mental health, substance use, education, and social services.
- Effective verbal and written communication skills with adolescents, families, JPOs, and community stakeholders.
- Strong organizational and time management skills with the ability to manage multiple cases simultaneously.
- Computer competency for documentation, email, electronic records management, and case tracking.
- Ability to work collaboratively as part of an interdisciplinary team and maintain appropriate professional boundaries.
- Competence with HIPAA. CPR/First Aid certification (or ability to obtain upon hire).

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in Social Work, Psychology, Human Services, Criminal Justice, or a closely related field.
- Minimum of one (1) year of experience in casework, case management, social services, or a related human services field.
- Successful completion of a criminal background check.
- Valid Texas Driver's License and proof of current automobile liability insurance.

**PREFERENTIAL QUALIFICATIONS & REQUIREMENTS:**

Preferential knowledge, skills, and experience include those that are not required, but would complement or enhance our current program:

- Experience working with adolescents in a juvenile justice, substance abuse, or residential treatment setting.
- Familiarity with TJJD standards and juvenile probation processes.
- Bilingual in Spanish and English.
- Knowledge of Motivational Interviewing techniques and trauma-informed approaches.
- Experience facilitating life skills or psychoeducational groups, or with community-based outreach.
- Handle with Care certification (or ability to obtain upon hire).

**PHYSICAL & MENTAL EXPECTATIONS:**

Work is performed primarily within a secure residential juvenile detention facility, with some community-based activities. The Case Manager will always be accompanied by one Juvenile Supervision Officer (JSO), at minimum, when interacting directly with residents. Physical demands include sitting, walking throughout the facility, light lifting, and driving to off-site locations. The Case Manager will be exposed to difficult personal histories and emotionally challenging interactions and is expected to debrief with the Clinical Program Director and practice appropriate self-care.