Division of Personnel

INVITES APPLICATIONS FOR THE POSITION OF:

PART TIME CASE MANAGER

An Equal Opportunity Employer

**SALARY INFORMATION:**
$17.40 - $27.84 Hourly $1,392.00 - $2,227.20 Biweekly

**OPENING DATE:** 03/03/17

**CLOSING DATE:** 03/17/17 11:59 PM

**DESCRIPTION:**
St. Louis County has one (1) open part-time case manager position working at the Justice Center in Clayton. The position will work 24 hours per week or 48 hours in a bi-weekly pay period. The position will work peak booking times on the weekend and some week days.

**EXAMPLES OF DUTIES**
Perform critical risk assessments and classifications of inmates during the initial processing of arrested subjects at the Intake Center.

Obtains offender alcohol and drug abuse, medical, psychological and criminal history to determine the housing assignments and other special needs of the inmate.

Collaborate with the Department of Public Health-Corrections Medicine staff to determine suicide risk, drug use and drug withdrawal risk.

Communicates with attorneys, court personnel, probation and parole staff and law enforcement agencies to disseminate arrest information and records data obtained from these agencies.

**MINIMUM QUALIFICATIONS**
Bachelor's degree in Social Work and at least one year experience working with
criminal justice populations and one year experience drug/alcohol counseling
required and one year of case management or any equivalent combination of
training and experience.

**ADDITIONAL INFORMATION**

There is no medical or dental benefits provided for this position.

Prorated (10 days) PTO the first year (paid time off) based upon seniority,
prorated paid holidays, credit union and 457 Deferred Compensation Plan.

**SELECTION AND APPOINTMENT:** A selection committee will evaluate the
qualifications of each applicant which will include recency and appropriateness
of the applicant's education and experience, results of employment references
investigated and any other appropriate information available.
The selection committee will admit to the interview only those persons who
possess the most job related qualifications and may establish admittance criteria
beyond the minimum qualifications stated above. The interview will comprise
100% of the applicant's earned grade.
A candidate must earn a qualifying grade of 70 or more on the interview to be
eligible for appointment.
The five top ranking candidates, based on the final grade, will be certified to the
Director of the Department who will make the final decision.
All applicants conditionally offered a permanent part-time, full-time; term or on-
call position will be required to submit to urinalysis to screen for illegal drug use
prior to appointment. Screening will be performed by a reputable clinical
labatory. The cost of screening will be borne by the County.

**HOW TO APPLY:** Applicants interested in applying for this position should
visit our website at [www.stlouisco.com/personnel/jobsearch](http://www.stlouisco.com/personnel/jobsearch) or apply in person at
St. Louis County Government, Division of Personnel located at 41 S. Central 7th
Floor, Clayton, MO 63105.

**EQUAL EMPLOYMENT OPPORTUNITY POLICY:** The policy of the Civil
Service Commission of St. Louis County is to support fair and equitable
employment opportunities for all persons regardless of race, color, religion, sex,
national origin, age, disability/handicap condition, sexual orientation, gender
identity, marital status, veterans' status, or political affiliation. Call the Division
of Personnel at 615-5429 for more information on this policy.
41 South Central, 7th Floor, Clayton, Missouri 63105
(314) 615-5429
An Equal Opportunity Employer
Hearing Impaired TTY: (314)615-5889
Fax: (314)615-7703
[http://www.stlouisco.com](http://www.stlouisco.com)
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<th>PART TIME CASE MANAGER</th>
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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: [http://www.stlouisco.com](http://www.stlouisco.com)

OR

41 South Central
7th Floor
St. Louis, MO 63105
(314) 615-5429
Part Time Case Manager Supplemental Questionnaire

* 1. Do you have a Bachelor's degree in Behavioral Sciences, social services, Criminal Justice or related field? (if so, name school and dates of attendance)

* 2. Do you understand this is only a 24 hour a week position with no benefits?
   - [ ] Yes
   - [ ] No

* 3. Explain one year experience drug/alcohol counseling and case management.

   4. Explain one year experience working with the criminal justice population.

* Required Question