

Minimum Qualifications
AIA – CORRECTIONS CASE MANAGER
 Effective June 1, 2015

Title/Class Code	Education/Experience/Licensure/Certification	Substitutions
Corrections Case Manager I A1A1TX	<p>Graduation from an accredited college or university with a bachelor’s degree in Criminal Justice, Social Work, Sociology, Psychology or similarly related field AND two years of *professional experience managing a caseload of and working directly with a **hard to serve needs client population in a correctional or human services environment.</p> <p>**Experience with a hard to serve needs client population is defined as providing components of case planning exhibited by involvement and familiarity with processes that directly affect progressive opportunities and appropriate placement to include: managing a caseload, Internal Classification Committees, Classification Hearings, Job Placement and Multi-disciplinary staffings. Additional components may include locating shelter, jobs, and community resources/support to include regular meetings with clients, coordination of services and/or identifying needs and referring to appropriate resources. Experience may also include, but is not limited to, helping clients overcome barriers for community stability such as community corrections, human, veteran, and disability services.</p> <p>*Professional experience involves exercising discretion, analytical skill, judgment, and personal accountability and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is: uniquely acquired through an intense education or training regimen at a recognized college or university; equivalent to the curriculum requirements for a bachelor’s or higher degree with major study in or pertinent to the specialized field and continuously studied to explore, extend and use additional discoveries, interpretations, and application and to improve data, materials equipment, applications, and methods.</p>	<p>A combination of *professional work experience managing a caseload of and working directly with a **hard to serve needs client population in a correctional or human services environment which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree.</p> <p>A master's or doctorate degree from an accredited college or university in Criminal Justice, Social Work, Sociology, Psychology or similarly related field may be substituted for the bachelors' degree AND one year of the required professional experience as listed above.</p>

<p>Corrections Case Manager II A1A2XX</p>	<p>Graduation from an accredited college or university with a bachelor’s degree in Criminal Justice, Social Work, Sociology, Psychology or similarly related field AND three years of *professional experience managing a caseload of and working directly with a **hard to serve needs client population in a correctional or human services environment.</p> <p>**Experience with a hard to serve needs client population is defined as providing components of case planning exhibited by involvement and familiarity with processes that directly affect progressive opportunities and appropriate placement to include: managing a caseload, Internal Classification Committees, Classification Hearings, Job Placement and Multi-disciplinary staffings. Additional components may include locating shelter, jobs, and community resources/support to include regular meetings with clients, coordination of services and/or identifying needs and referring to appropriate resources. Experience may also include, but is not limited to, helping clients overcome barriers for community stability such as community corrections, human, veteran, and disability services.</p> <p>*Professional experience involves exercising discretion, analytical skill, judgment, and personal accountability and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is: uniquely acquired through an intense education or training regimen at a recognized college or university; equivalent to the curriculum requirements for a bachelor’s or higher degree with major study in or pertinent to the specialized field and continuously studied to explore, extend and use additional discoveries, interpretations, and application and to improve data, materials equipment, applications, and methods.</p>	<p>A combination of *professional work experience managing a caseload of and working directly with a **hard to serve needs client population in a correctional or human services environment which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree.</p> <p>A master's or doctorate degree from an accredited college or university in Criminal Justice, Social Work, Sociology, Psychology or similarly related field may be substituted for the bachelors' degree AND one year of the required professional experience as listed above.</p>
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<p>Corrections Case Manager III A1A3XX</p>	<p>Graduation from an accredited college or university with a bachelor’s degree in Criminal Justice, Social Work, Sociology, Psychology or similarly related field AND four years of *professional experience managing a caseload of and working directly with a **hard to serve needs client population in a correctional or human services environment which MUST have included two years of *professional experience as a work lead or supervisor in a correctional or human services environment working directly with and managing a caseload of a **hard to serve needs client population.</p> <p>**Experience with a hard to serve needs client population is defined as providing components of case planning exhibited by involvement and familiarity with processes that directly affect progressive opportunities and appropriate placement to include: managing a caseload, Internal Classification Committees, Classification Hearings, Job Placement and Multi-disciplinary staffings. Additional components may include locating shelter, jobs, and community resources/support to include regular meetings with clients, coordination of services and/or identifying needs and referring to appropriate resources. Experience may also include, but is not limited to, helping clients overcome barriers for community stability such as community corrections, human, veteran, and disability services.</p> <p>*Professional experience involves exercising discretion, analytical skill, judgment, and personal accountability and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is: uniquely acquired through an intense education or training regimen at a recognized college or university; equivalent to the curriculum requirements for a bachelor’s or higher degree with major study in or pertinent to the specialized field and continuously studied to explore, extend and use additional discoveries, interpretations, and application and to improve data, materials equipment, applications, and methods.</p>	<p>A combination of *professional work experience managing a caseload of and working directly with a **hard to serve needs client population in a correctional or human services environment which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree.</p> <p>A master's or doctorate degree from an accredited college or university in Criminal Justice, Social Work, Sociology, Psychology or similarly related field may be substituted for the bachelors' degree AND one year of the required professional experience as listed above (but not for the two years of *professional experience as a work lead or supervisor in a correctional or human services environment working directly with and managing a caseload of a **hard to serve needs client population).</p>
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