



SHELBY COUNTY
INDIANA

Shelby County Government
25 W. Polk Street Rm. 226
Shelbyville, IN 46176
www.co.shelby.in.us

VACANCY

*Interested applicants must submit a resume **via email** to:
Human Resources at dcook@co.shelby.in.us

DATE: February 19, 2026

POSITION: Bilingual Adult Case Manager

DEPARTMENT: Court Services – Community Corrections Division

HOURS: 35 hours weekly

DUTIES: See position description below

REQUIREMENTS: See position description below

PAY RATE / CLASSIFICATION: \$24.54 hourly / SO
plus \$3,000 annually for Bilingual stipend

BENEFITS: Medical, Prescription, Health Savings Account, Employee Assistance Program, Dental, Vision, Basic Life, and PERF retirement will be available after applicable waiting periods per plan documents. Aflac voluntary benefits are also available. Vacation, Sick, Personal, Bereavement, Holidays, and New Parent Leave, per county handbook.

POSITION BEGINS: As soon as possible

APPLICATION DEADLINE: Open until filled.

All applicants considered for hire must obtain a criminal history background check and drug screen. If selected for an interview, additional information will be provided at the time of the interview. Equal Opportunity Employer

POSITION DESCRIPTION IS ON THE NEXT PAGE

**POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA**

POSITION: Bilingual Adult Case Manager
DEPARTMENT: Court Services - Community Corrections Division
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: SO

DATE WRITTEN: July 2005

STATUS: Full-time

DATE REVISED: February 2026

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Bilingual Case Manager for Shelby County Court Services, responsible for providing case management of participants placed on Adult Day Reporting, Community Transition, Forensic Diversion, House Arrest, Sex Offender Management, and/or Work Release programs and other programs as implemented.

ESSENTIAL DUTIES:

Provides case management and highly structured evidence-based supervision of adult participants to ensure compliance with appropriate program guidelines.

Maintains current, accurate case files, including classifying offenders according to risk, recording probationer's character, attitude, behavior, and compliance with probation conditions, and preparing and processing various documents. Assists in preparing statistical and other reports as required.

Analyzes state support risk assessment and supportive assessments and develops case plans for program participants.

Refers to and/or implements appropriate treatment/cognitive programming consistent with best practices and approved by evidence-based program coordinator.

Maintains effective working relationships with all agencies in the community with an interest in managing compliance and progress of adult participants, including but not limited to, criminal justice, educational, faith-based, mental health, social services, or vocational training providers.

Maintains case files, compiles and analyzes data, prepares and provides case, progress, and statistical reports as necessary or required.

Conducts regular office meetings with participants, home, and other community-based visits as needed.

Administers participant drug screens and portable breath tests and provides court testimony as necessary.

Conducts searches of participant's person, residence, and/or vehicle as necessary.

Works collaboratively with field officers and probation officers in enforcing immediate multi-level internal sanctions for adult participants in violation of program guidelines.

Assists participants in successfully transitioning into the community following completion of appropriate program, providing information and referrals for educational, faith-based, mental health, social service, or vocational services as necessary upon successful program completion.

Completes discharge summaries for participants and provides follow-up services as requested.

Attends evidence-based trainings coordinated by the evidence-based program coordinator.

Notifies court of supervision violations, attends hearings, and testifies/makes recommendations in court proceedings and/or to other officials as required.

Assists with immigration issues and with I.C.E. detentions at jail and performs immigration background checks on suspected undocumented Latino defendants.

Serves as interpreter and document translator for Court Services and other court programs, in their absence.

Serves on regularly scheduled 24-hour on-call rotation.

Performs related and/or other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Bachelor's degree in counseling, criminal justice, psychology, social work, or related field is preferred. Associate's degree in counseling, criminal justice, psychology, social work, or related field and two (2) years related experience or high school diploma or GED, and four (4) years related work experience may be substituted.

Ability to meet all employer and department hiring requirements, including passage of a drug test and criminal background check.

Knowledge of and ability to make practical applications of guidance principles and practices.

Knowledge of and ability to apply local, state, and federal regulations and laws pertaining to criminal justice.

Knowledge of standard English grammar, spelling and punctuation, and ability to read and interpret guidelines and policies.

Must have proficiency in writing/speaking Spanish, and ability to serve as interpreter and document translator for Court Services.

Ability to assist with immigration issues and with I.C.E. detentions at jail and perform immigration background checks on suspected undocumented Latino defendants.

Ability to effectively supervise, direct and monitor assigned individuals to ensure proper completion of supervision requirements.

Ability to provide expert testimony in legal proceedings.

Ability to organize and schedule activities.

Ability to effectively communicate orally and in writing with co-workers, other county departments, adult offenders, social service agencies, treatment providers, public and private agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, drug-free workplace and personal conduct.

Ability to operate standard office equipment, including computer, telephone, copier, and fax machine.

Ability to work alone with minimum supervision and with others in a team environment, and work on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to occasionally work weekend hours, occasionally work extended hours and evenings, and occasionally travel out of town, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

III. RESPONSIBILITY:

Incumbent performs job functions according to program goals and objectives, policies, procedures, and standard practices of the agency. Incumbent discusses with immediate supervisor or Director unusual and/or unprecedented situations, such as potential legal problems, program needs, and policy questions or changes. Incumbent's work is reviewed and audited by Deputy Director, primarily for soundness of judgment, and policy accordance. Court Services Director oversees employee evaluations.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county department, adult offenders, social service agencies, treatment providers, public and private agencies, and the public for purposes of exchanging information, giving and receiving instructions, and making referrals.

Incumbent reports directly to Deputy Director and/or Court Services Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment, in the field or a vehicle with working conditions involving sitting/walking at will, sitting/standing/walking for long periods, walking on uneven terrain, in wet/icy surroundings, close/far vision, lifting/carrying objects weighing less than 25 pounds, keyboarding, speaking clearly, and hearing sounds/communication. Incumbent may exert strenuous physical strain during emergency situations, such as running, climbing stairs, forcing entry, and/or apprehending or subduing participants. Incumbent may be exposed to violent or irate individuals and responds to situations involving potential harm to self and others. Incumbent occasionally works weekend hours, regularly works extended hours and evenings, and occasionally travels out of town, sometimes overnight.

The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.