

Job Description

Position:	Pretrial Case Manager
Reports to:	Director of Programming
Primary Location:	Connections Work
Classification:	G2 – Program Coordination
Creation/Revision Date:	04/22/2025

Job Summary:

This position is responsible for assisting in the planning, organizing, and coordinating of the activities of the Pretrial Services and Community Release Program, including the supervision of a caseload, conducting on-call duties and other tasks assigned by the Director of Programming.

Agency Culture and Values:

At Connections Work, we have core beliefs and behaviors that define our culture. We believe that all people have value, mistakes do not define us, how we show up each day is critical to our success, and psychological safety is a basic human need. We believe that not everyone has the same opportunities, and that positive change is possible through hope, opportunity and second chances.

All employees, leaders, members of the Board of Directors and volunteers are all encouraged to embed these beliefs into their practices, policies, procedures, decisions, and interactions at Connections Work, and model our defined behaviors that stem from these beliefs.

Essential Functions:

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, ability, and behaviors required. Reasonable accommodation may be made.

1. Conduct interviews on defendants at the Berks County Jail and Central Processing Center, verify information (see#2), prepare the Pretrial Assessment, and present the assessment to the Courts when applicable. (Interviewing will be rotated between Pretrial Case Managers on a daily basis)
2. Verify information on interview by conducting a criminal history check, contacting potential sureties, relatives, friends, employers and probation (if necessary).
3. Utilize effective decision-making regarding a potential client's eligibility for the Community Release Program, determining the appropriateness of the surety, as well as evaluating the level of supervision needed for each client. Participation in posting bail and the release of the defendant.
4. Participate in a rotation of duties at Reading Central Court.

5. Provide supervision to all defendants released under the Community Release Program or unsecured bail and monitor their compliance with conditions set at the time of their release.
 6. Meet with each client to assess the need of services and support and providing appropriate referrals and follow-up.
 7. Provide referrals for evaluation/treatment for clients with substance abuse/mental health issues. Maintain on-going communication, cooperation, and professional visits with TASC / SAM and treatment facilities.
 8. Adhere to and furnish compliance related information to the Courts, District Attorney, Defense Attorney and Surety (if applicable).
 9. Participate in on-call rotation of holidays, nights, and weekends and all associated duties.
 10. Maintain timely and complete reporting and associated paperwork relating to duties outlined above.
 11. Attend and actively participate in applicable team meetings.
 12. Provide back-up support to all operations of the agency including but not limited to the reception desk.
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Special Requirements:

1. Bilingual in English and Spanish with skill in oral and written communication, including Spanish communication is preferred.
 2. Must possess a valid Driver's License, have access to a vehicle and be willing to travel to and work at various locations as needed in order to conduct agency business. Some locations require working within the confines of a secure facility and in close contact with residents thereof.
 3. Must possess and maintain valid personal vehicle insurance.
 4. Must possess and maintain clearance authorization through the Berks County Jail System (BCJS). Connections Work will process the clearance request.
 5. Must be able to work after agency office hours, as needed for special events and class coverage.
 6. Must be available for on-call duties as required by the agency's On-Call Policy.
 7. Must complete ongoing training and/or certifications as required for position.
 8. Must abide by the policies and procedures detailed in the Connections Work Personnel Policies and Procedures Manual, the relevant sections of the PADOC and the PBPP Code of Ethics, Codes of Conduct and PREA Standards, and the relevant sections of the BCJS manual.
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Additional Responsibilities:

1. Perform any related duties as directed by leadership.
 2. Keep professional relations at a high standard with Connections Work, Berks County Jail System (BCJS), and other service providers, criminal and juvenile justice system officials, volunteers, mentors, partners and related professionals.
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Note: The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Connections Work. Connections Work is an equal opportunity employer.

Pretrial Case Manager – Signature / Date

PRINTED NAME

Director of Programming– Signature / Date

PRINTED NAME