



Rio Arriba County

JOB DESCRIPTION

CASE MANAGER/CASUAL UNCLASSIFIED

DEPARTMENT:	DETENTION CENTER
PRIMARY LOCATION:	TIERRA AMARILLA
SALARY CLASSIFICATION:	TEMPORARY
SALARY:	\$30.00 HOURLY
POSITION STATUS:	TEMP/30 HRS A WEEK
FLSA CLASSIFICATION:	CASUAL UNCLASSIFIED
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	MARCH 5, 2026

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice. Letter of Expectations – Break Usage and Scheduling Communication.

Primary Summary:

Under the general supervision of the Detention Administrator or designee. The Case Manager will provide the needs of persons with OUD and any co-occurring SUD/MH conditions involved in, at risk of becoming involved in, or transitioning out of the criminal justice system through evidence-based or evidence-informed programs. Provide continuity of care for individuals who are incarcerated. The PED will screen and assess inmates for Medicaid eligibility and will grant and submit Medicaid applications when applicable. The position will provide case management and will work collaboratively as a liaison between inmates, MCO's, RISE program, and other community providers to determine a safe, warm handoff back into the community.

Duties and Responsibilities:

- Initiate and coordinate referrals and reentry services for inmates leaving the Detention Facility.
- Provide case management and care coordination to inmates, including developing individualized care and treatment plans in collaboration with detention staff, service providers, and health partners.
- Screen individuals for medical insurance eligibility (e.g., Medicaid, Medicare) and assist with enrollment.
- Collaborate with Managed Care Organizations (MCOs), Peer Recovery Specialists, treatment agencies, and other partners to provide supportive services during incarceration and post-release.



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- Assist clients in identifying and accessing resources to meet physical, social, and material needs (e.g., housing, counseling, healthcare).
- Help clients schedule appointments with appropriate providers.
- Collaborate with behavioral health and harm reduction partners to address client needs.
- Gather inmate consent and connect inmates to ongoing supportive services.
- Work with law enforcement, detention staff, and community partners to collect and analyze data related to reentry and prevention efforts.
- Compile data on inmate services and outcomes throughout the funding cycle and ensure accurate reporting.
- Collect and maintain program data in a secure manner and utilize Rio Arriba Connect for coordinated care.
- Develop and implement plans to reduce risk factors and enhance protective factors within the detention facility.
- Meet with the RACHHS Director bi-weekly to provide program updates.
- Collaborate with evaluators to provide data and support program analysis.
- Ensure compliance with program and grant requirements, including documentation, internal controls, and use of subaward funds.
- Maintain confidentiality of all privileged information.
- Contribute to a team effort and complete other duties as assigned.

Minimum Qualifications:

- High School Diploma
- Background in public health, social work, communication or a related field
- Experience performing outreach in underserved areas
- Experience working with underserved populations like seniors, people with disabilities, etc.
- Ability to write fluently in English
- Experience with public speaking
- Must pass a background check
- PED Certification

Preferred Qualifications:

- BA from an accredited college or university in liberal arts, social work, public health, communication or related field
- 2 years' experience with coordinating/performing outreaches
- Fluency in spoken and written Spanish language
- Experience with Microsoft Office
- Three years' experience with public speaking and presentation including presentations to



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state or local government bodies

Knowledge, Skills and Abilities:

- Ability to establish and maintain effective, collaborative working relationships with detention staff, treatment providers, community agencies, local Pueblos, the Jicarilla Nation, and justice-involved populations.
- Strong case management, care coordination, and client advocacy skills.
- Proficiency in assessing client needs and linking individuals to appropriate community resources.
- Skilled in gathering, analyzing, and reporting data accurately.
- Strong organizational skills with the ability to manage documentation securely, coordinate large projects, and meet deadlines.
- Effective communication skills, both oral and written, including the ability to speak publicly and interact professionally with diverse populations.
- Demonstrated skill in community outreach, organizing, and advocacy.
- Ability to plan, schedule, direct, and review staff, projects, or contracts effectively.
- Ability to exercise sound judgment, act independently, and make conscientious decisions with high ethical standards.
- Strong interpersonal skills and the ability to work independently as well as collaboratively within a multidisciplinary team.
- Commitment to maintaining the confidentiality of all sensitive information.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds. If an item is above fifty (50) pounds in weight then two or more County staff members will team up to lift the object.

Work Environment/Conditions:

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions for extended periods, and under normal temperature conditions. The work indoor surface is carpeted, tiled, and concrete. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and



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weekend work outside of normal business hours may be required as well as travel and attendance at meetings.

County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to accommodate individuals with disabilities reasonable.

Conditions of Employment:

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPAA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,
Resume and Job Application to:**

JobApplications@rio-arriba.org



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*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
