



# Rio Arriba County

## JOB DESCRIPTION VACANCY

### CASE MANAGER I - NMSC

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<b>DEPARTMENT:</b>	<b>HEALTH &amp; HUMAN SERVICES</b>
<b>PRIMARY LOCATION:</b>	<b>ESPANOLA</b>
<b>SALARY CLASSIFICATION:</b>	<b>C-09</b>
<b>SALARY:</b>	<b>\$20.56 To \$25.75 HOURLY / \$42,760 To \$53,640</b>
<b>POSITION STATUS:</b>	<b>FULL TIME</b>
<b>FLSA CLASSIFICATION:</b>	<b>LIMITED TERM</b>
<b>CLOSING DATE:</b>	<b>OPENED UNTIL FILLED</b>
<b>POSTING DATE:</b>	<b>27 JULY 2023</b>

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*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. This is a grant-funded position which is funded in full by a grant and it is contingent on continued support of funding throughout the duration of the appointment.*

#### **Primary Summary:**

Under general supervision of the Health and Human Services Director or designee. The Case Manager II is responsible for working with the courts to coordinate care for clients. The Case Manager II will provide the following: collaborate with Judge to determine conditions of release imposed on the defendant by the court, assist defendants with completing forms, paperwork, and applications for services, resources, or treatment, provide, complete and submit all required reports in respective portals, etc.

#### **Duties and Responsibilities:**

- Determine conditions of release imposed on the defendant by the court
- Identify all pending cases against defendant and determine conditions of release imposed in those cases
- Assess and address immediate, basic needs of the defendant
- Conduct initial screening to determine short-term and long-term needs of defendant
- Connect defendant with resource, treatment, or medical providers to address short-term and long-term needs
- Schedule meetings/appointments with resource, treatment, or medical providers for defendant
- Transport defendant to meetings/appointments with resource, treatment, or medical providers
- Attend meetings/appointments with defendant to provide support and assistance to ensure needs are heard and addressed



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- Assist defendant with completing forms, paperwork, and applications for services, resources, or treatment
- Maintain consistent and continual contact with defendant
- Provide reminders to defendant of court hearings
- Assist defendant with attending court hearings, whether in-person or virtually
- Transport defendant to court hearings, if in person
- If the defendant is suffering from substance use issues/disorders, connect with treatment services
- Assist defendant with obtaining employment
- Assist defendant with obtaining housing
- Assist defendant with obtaining medical-assisted treatment (MAT)
- Assist defendant with obtaining disability assistance, if qualified
- Assist defendant in maintaining contact and communication with defense counsel
- Anything else necessary to meet the overall on-going needs of defendants

#### **Minimum Qualifications:**

- High School Diploma/GED is required
- CPSW Certification is required
- Experience working in the mental health treatment field
- Background in public health, communication or related field
- Ability to write fluently in English
- Experience with public speaking
- Good interpersonal and group communication skills
- Ability to meet strict deadlines and handle difficult situations;
- Valid New Mexico Driver's License

#### **Preferred Qualifications:**

- BA from accredited college or university in liberal arts, public health, communication or related field
- Three years' experience working in the mental health field
- Fluency in spoken and written Spanish language
- Experience with Microsoft Office
- Three years' experience with public speaking and presentation including presentation to state or local government bodies
- Lived experience with SUD/ODD
- At least three years' experience working with diverse cultures
- Knowledge of basic interview techniques
- Ability to learn preparation of sound recommendations for assignment and classification based on facts brought out through interview and investigations
- Ability to maintain good working relations with associates



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- Ability to think logically, analyze and recommend course of action
- Experience with local Pueblos and Jicarilla nation
- Background in community organizing and advocacy

#### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks, hears, stoops and carries, and may be exposed to various hazards such as infectious diseases, chemicals and fumes, heights, power equipment, and icy surfaces. The employee is required to climb railings on equipment. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to forty (40) pounds, and occasionally lift and/or move up to fifty (50) pounds. If an item is over forty (40) pounds, lifting shall be done by two or more County staff members.

#### **Work Environment/Conditions:**

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions for extended periods of time, 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 weekend work outside of normal business hours may be required as well as travel and attendance at meetings.

Each county position requires the following professional skills and abilities as key and necessary elements of performance.

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers courteously and respectfully
- 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 department's utilization, essential functions, and recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



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#### **Employment Requirements:**

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 HIPPA 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 thirty (30) days of the date of hire as a condition of continued employment.

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

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810*

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

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