



Rio Arriba County

JOB DESCRIPTION VACANCY

CASE MANAGER II / PE DETERMINER

DEPARTMENT:	HEALTH & HUMAN SERVICES
PRIMARY LOCATION:	TIERRA AMARILLA
SALARY CLASSIFICATION:	[C-11 PER-SCHEDULE]
SALARY:	\$21.56 TO \$26.75 HOURLY / \$44,840 TO \$55,640 ANNUAL
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	LIMITED TERM
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	05 APRIL, 2024

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.

Primary Summary:

Under general supervision of the Health and Human Services Director or designee. The Case Manager will 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 to back into the community. The candidate hired for the position will be subject to obtaining a Presumptive Eligibility Determiner (PED) certification through the Human Services Department within 60 days of hire.

Duties and Responsibilities:

- Oversight and coordination of project activities and grant scope of work
- Collaborate with treatment and service providers in designing care plans and treatment plans with clients.
- Screen individuals for Medical insurance including Medicaid, Medicare or private insurance plans.
- Provide technical assistance to treatment and service providers related to the public behavioral health system and RISE policies & processes.
- Support the JUST Health and RISE programs in following evidence-based practices related to behavioral health in criminal justice settings.
- Cultivate collaborative, mutually supportive relationships with MCOs, Peer Recovery Specialists and detention center Case Managers.
- Work effectively and collaboratively with others, both internally and externally
- Provide monthly web-based reports of outreach and enrollment figures, including numbers of people assisted with enrolling in benefits.



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- Share best practices, lessons learned and case management tools
- Participate in periodic conference calls and responding promptly to periodic emails and web-based surveys aimed at gathering information, such as case studies and best practices that will be helpful to other organizations in their outreach and enrollment efforts.
- Participate in conferences held by granting agency
- Maintain confidentiality of all privileged information
- Contributes to a team effort

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 state or local government bodies

Knowledge, Skills and Abilities:

- Ability to work with local Pueblos and Jicarilla nation
- Ability to work with Justice involved population
- Background in community organizing, outreach, and advocacy
- Skill in planning, scheduling, directing, supervising and reviewing the performance of staff, projects, or contracts in an effective manner
- Skilled in interpersonal communications
- Ability to coordinate large projects
- Ability to write and speak publicly
- Ability to act independently and conscientiously using sound judgment
- Ability to maintain confidentiality



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- Ability to handle multiple tasks and meet deadlines
 - Ability to communicate effectively, both orally and in writing
 - Must possess high ethical standards

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 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 reasonably accommodate individuals with disabilities.



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Conditions of Employment:

Successful completion of 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 (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

*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*
