



Human Resource Division

Eileen J. Sedillo

Human Resource Director

Maria L. Martinez
Chairman - District 4

Harold M. Garcia
Vice-Chair - District 1

Janice C. Varela
Commissioner - District 2

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Commissioner - District 3

Chris A. Najjar
Commissioner - District 5

Vidal Martinez, Ed. D.
County Manager

SAN MIGUEL COUNTY DWI DIVISION

DWI/JUVENILE JUSTICE OFFICE MANAGER/YOUTH CASE MANAGER

IN-HOUSE ADVERTISEMENT

POSITIONS RANGE II:

Salary: \$25,000.00 - \$35,000.00

Status: Full Time Position (Grant Funded)

FLSA: Non-Exempt

DEFINITION:

This individual is responsible for assessing and assisting youth referred to assessment center and referring to appropriate community programs. Follow up and regular meetings with youth, families and referring agencies. Administrative duties related to the DWI Program. Attend and work with community coalition and partners. The Office Manager/Case Manager performs the full range of duties in case management and general administrative operations. Main duties include documentation/record keeping, youth assessment, creating client case plans, referral to services and all other duties listed on the job description.

If you are interested you must submit a letter of interest attached with your resume to the Human Resource Office no later than Wednesday, March 20, 2019 at 3:00 p.m. A copy of the job description may also be picked up at the Human Resource Office.


Vidal Martinez, Ed. D., County Manager

3/13/19
Date


Eileen Sedillo, Human Resource Director

3.13.19
Date



San Miguel County

DWI/ Juvenile Justice Office Manager / Youth Case Manager JOB DESCRIPTION

POSITION RANGE II:

Salary: \$25,000.00 to \$35,000.00
Status: Full-Time Position (Grant Funded)
FLSA: Non-Exempt

GENERAL STATEMENT OF DUTIES:

This individual is responsible for assessing and assisting youth referred to assessment center and referring to appropriate community programs. Follow up and regular meetings with youth, families, and referring agencies. Administrative duties related to the DWI program. Attend and work with community coalition and partners.

DISTINGUISHING CHARACTERISTICS

The Office Manager / Case Manager performs the full range of duties in case management and general administrative operations. Main duties include documentation/record keeping, youth assessment, creating client case plans, referral to services.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the DWI Coordinator.

EXAMPLES OF DUTIES:

Serve as liaison for community-based clinical and non-clinical referred services for youth clients and coordinate all inter- and intra-agency correspondence related to such events. Prepare case reports, progress reports and program planning summaries for youth client files. Maintain youth client case management record for accuracy and retrieval. Analyze case work activities to ensure client is making progress. Maintain contact list of state and community resources that can help limit recurring issues with youth clients (e.g., Community Services). Schedule adult and youth appointments. Receive, track and enter adult screening and compliance payments. Track status of youth clients, follow up with schools, JPO, families, and community agencies where youth receive services. Type meeting minutes and maintain records for DWI and Juvenile Justice meetings. General assistant to the Coordinator (send correspondence, meeting reminders and invitations, commission meeting agenda requests, backup documentation, and attending coalition meetings). Complete requisitions and receiving reports for DWI and Juvenile Justice. Order supplies and other items for DWI and Juvenile Justice, under the direction of the Coordinator, using proper purchasing procedures. Clerical tasks (e.g. accepting and making phone calls, accepting clients/visitors, etc.). Attend prevention, youth oriented and other trainings as deemed necessary by the Coordinator. Schedule, attend and assist with prevention activities in the community, including some evenings and weekends.

QUALIFICATIONS:

Working knowledge of case management principles and practices. Working knowledge of social, economic, cultural and physical factors and of their impact upon youth. Working knowledge of State and Community resources and programs that may benefit youth and families. Basic knowledge of the range of normal and abnormal human behavior in order to prepare effective client progress plan and special needs or accommodations. Basic understanding of confidentiality and HIPPA requirements. Basic knowledge of State and Federal laws, rules, regulations and policies applicable to working with youth.

SKILLS:

Prepare and maintain appropriate records and reports as required. Organize and prioritize work in order to meet deadlines, time constraints and adjust to changes in assignments. Tactfully handle sensitive issues to provide information to staff for immediate action. Communicate effectively in order to exchange information and/or provide direction to staff and others. Analyze situations accurately in order to determine and implement effective and appropriate courses of action. Work independently to maximize effectiveness and efficiency in completing assigned tasks and meeting responsibilities. Communicate information in a clear and concise written form. Communicate orally in English and Spanish, in an effective, understandable manner. Conduct interview with youth clients and families to effectively obtain and disseminate information. Complete all required forms as they relate to youth clients, referrals and file maintenance. Operate a computer, including various software, such as word, database, excel and email. Communicate tactfully in stressful situation when dealing with individuals offering differing opinions and viewpoints. Ability to establish and maintain effective working relationships with peers, subordinates and supervisors. Assist with community outreach and prevention activities, some of which may be during evening or weekends. Ability to use telephone, calculator, copy machine, and/or other equipment necessary to properly fulfill job requirements.

EXPERIENCE AND EDUCATION:

One year of corrections experience in an office setting is desirable. Additional experience or training in case management and/or working with youth is preferred.

High School graduate or GED. Bachelor Degree from an accredited college with major course work in criminal justice, psychology, sociology, criminology, counseling or social work or a closely related field is preferred.

Possess or be willing to work towards a prevention specialist certification.

Persons employed in this position must be willing to work evenings and weekends, as needed. Must be able to travel for training.

Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY

COMMISSIONERS: March 12, 2019

[Signature]
SAN MIGUEL COUNTY MANAGER

3/12/19
DATE

[Signature]
HUMAN RESOURCE SUPERVISOR

3.12.19
DATE

[Signature]
SUPERVISOR

3-12-19
DATE

EMPLOYEE

DATE