



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

Max O. Trujillo
Commissioner - District 3

Chris A. Najjar
Commissioner - District 5

Vidal Martinez, Ed. D.
County Manager

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for Care Coordinator with the San Miguel County Detention Center. The Care Coordinator performs the full range of duties in the inmate pre and post release process. In addition, under limited supervision of the Case Manager, incumbents perform risk and needs assessments for inmates incarcerated within the San Miguel County Detention Center. This individual is responsible for coordination and implementation of the inmate pre and post release care coordination process. Will conduct needs assessments, risk assessments, and Medicaid eligibility and will link inmates to community programs and resources in San Miguel County. Must be willing to work evenings and weekends.

CORRECTIONS POSITIONS RANGE II:



Salary: \$28,000.00 to \$31,000.00
Status: Grant Funded One Year Full Time Position
FLSA: Non Exempt Position


Deadline for Applications: **Open Until Filled**

Applications and a detailed job description may be picked up at the San Miguel County Human Resource Office located at 500 West National, Suite 202 or you may obtain one by logging on to San Miguel County Web Site at co.sanmiguel.nm.us. San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.



Vidal Martinez, Ed. D., County Manager

7/16/19
Date



Eileen Sedillo, Human Resource Director

7.2.19
Date



San Miguel County

DETENTION CENTER CARE COORDINATOR JOB DESCRIPTION

RANGE II

Salary: \$28,000 - \$31,000
Status: Full-time Temporary Position (Grant)
FLSA: Non-Exempt

GENERAL STATEMENT OF DUTIES:

This individual is responsible for the coordination and implementation of the inmate pre and post release care coordination process. Will conduct needs assessments, risk assessments, and Medicaid eligibility and will link inmates to community programs and resources in San Miguel County.

DISTINGUISHING CHARACTERISTICS

The Care Coordinator performs the full range of duties in the inmate pre and post release process. In addition, under limited supervision of the Case Manager, incumbents perform risk and needs assessments for inmates incarcerated within the San Miguel County Detention Center (SMCDC).

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Detention Case Manager.

Example of Duties:

The following duties are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Confer with staff members of other shifts and departments on particular cases or problems and practices.

Serve as liaison for care services for clients participating in medication assisted treatment (MAT) program and coordinate all inter-and intra-agency correspondence related to such events.

Prepare case reports, progress reports and program planning summaries for distribution to staff regarding client status.

Complete progress notes, contact notes, and update notes for inmate records and program files.

Review inmate care management activities and update supervisor as needed to continue timely disposition.

Review cases plans and make recommendations as they relate to inmate continued success within the facility MAT program.

Work with state and community resources on behalf of inmates to reduce recidivism.

If necessary provide transportation services to client's if needed in relation to medication assisted treatment services.

Complete reports for disposition of detainee's as they relate to the facility via personal computer.

Assist in the integration of community based programs within the San Miguel County Detention Center.

Prior to client's release from the facility coordinate and develop an individualized discharge plan to include follow-up care with the care team.

Communicate with all entities the client is obligated to report to such as probation and parole, courts, drug court in regards to participation within the Medication Assisted Treatment Program.

Respond to phone calls and written correspondence, both internal and external, in reference to MAT program participation.

Attend staff meetings to discuss inmate program issues within the SMCDC facility.

Monitor inmate behavior during the pre-release process to ensure the safety of staff and inmates.

Orientation of inmates on facility rules and regulations, inmate rights and Prison Rape Elimination Act (PREA), Naloxone and Medication Assisted Treatment.

Set priorities and organize workload in an effective and efficient manner to meet established deadlines.

Analyze case work activities to ensure timeliness of disposition and updates.

Attend training programs to ensure laws, rules and regulations are in compliance.

Prioritize work assignments to ensure completion with established timeframe and by expected deadlines.

Maintain contact list of state and community resources that can help limit relapse and recidivism of inmates (e.g., Community Services).

Review casework activities and update Detention Case Manager for re-assignments and/or additional case load.

Complete pre and post release follow-up reports of inmates as they relate to the SMCDC MAT program.

Coordinate with state and community resources to assist inmates with the re-entry process prior to release from custody.

Typical Qualifications:

KNOWLEDGE OF:

Working knowledge of modern corrections case management principles and practices.

Working knowledge of social, economic, cultural and physical factors and of their impact upon correctional programming.

Working knowledge of National, State and Community resources and programs in order to reduce recidivism of inmates.

Working knowledge of other service disciplines which typically interact with corrections, (i.e., probation, courts, district attorney, public defender, law enforcement agencies).

Working knowledge of the purposes, activities, regulations and functions of the County Probation and Parole to ensure compliance with procedural requirements.

Working knowledge of judicial and administrative procedures applicable to inmate processing to provide a recommendation for appropriate inmate program/housing status.

Working knowledge of the Prison Rape Elimination Act (PREA) Standards and compliance.

Basic knowledge of the range of normal and abnormal human behavior in order to designate inmate programming, housing assignments and special needs or accommodations.

Basic knowledge of State and Federal laws, rules, regulations and polices applicable to corrections case management.

Basic knowledge of Medication Assisted Treatment programs.

Basic knowledge of the New Mexico Medicaid application process.

SKILL TO:

Prepare and maintain appropriate records, notes 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.

Respond effectively to inmate programming needs as changes occur in state, federal and local rules and regulations.

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 an interview with inmate to effectively obtain and disseminate information.

Interpret and apply laws, regulations, policies and procedures as they relate to inmate classification.

Complete all required facility, state and federal forms as they relate to the inmates and/or the facility.

Operate a computer in order to use SMCDC inmate management system.

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.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge, skills, and ability is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

One year of corrections experience in a detention setting is desired. Additional experience performing inmate classification work is desirable. Experience or training in correctional case management or correctional release planning is also desirable. Bilingual in English and Spanish is preferred.

Education:

Bachelor Degree from an accredited college with major course work in social work, psychology, sociology, counseling or criminal justice or a closely related field is required.

Special Qualifications:

Willingness to work within a correctional facility is required.

Persons employed in this position must be willing to work odd, irregular and/or rotating shifts, holidays and weekends.

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 SAN MIGUEL COUNTY BOARD OF COMMISSIONERS

ON July 10, 2018

[Signature]
County Manager

7/10/18
Date

[Signature]
Human Resource Supervisor

7.10.18
Date

[Signature]
Warden/ Facility Administrator

7-10-18
Date

Employee

Date