



Human Resource Division

Eileen F. Sedillo
Human Resource Director

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Chairman - District 4

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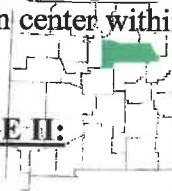
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Commissioner - District 3

Chris A. Najer
Commissioner - District 5

Vidal Martinez, Ed. D.
County Manager

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for two Case Manager Positions with the San Miguel County Detention Center. The Case Manager is responsible for assessing and assisting all inmates in risk assessments, program recommendations, program classification, program administration and assistance with the pre and post release case management process for inmates incarcerated within the San Miguel county Detention Center. The Case Manager also performs the full range of duties in inmate reintegration and case management. In addition, under the limited supervision of the Programs/Classification Specialist, incumbents perform difficult casework assignment for the inmates classified to the reintegration center within the San Miguel County Detention Center.



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 Supervisor

7.14.19
Date



San Miguel County

DETENTION CENTER CASE MANAGER JOB DESCRIPTION

CORRECTIONS POSITION RANGE II

Salary: \$28,000.00 to \$31,000.00
Status: Full-Time Temporary Position (Grant)
FLSA: Non-Exempt

GENERAL STATEMENT OF DUTIES:

This individual is responsible for assessing and assisting all inmates in risk assessments, program recommendations, program classification, program administration and assistance with the pre- and post-release case management process for inmates incarcerated within the San Miguel County Detention Center (SMCDC).

DISTINGUISHING CHARACTERISTICS

The Case Manager performs the full range of duties in inmate reintegration and case management. In addition, under limited supervision of the Programs/Classification Specialist, incumbents perform difficult casework assignments for inmates classified to the reintegration center within the San Miguel County Detention Center.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Programs/Classification Specialist.

EXAMPLES 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.

Manage inmate discipline methods to ensure due process rights are afforded and procedural requirements are in compliance with departmental rules and regulations.

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

Assist in the work release referrals as they relate to inmate community integration.

Serve as liaison for clinical services 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 inmate status.

Coordinate facility filing system consisting of master records and general files for easy accessibility.

Review casework 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.

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

- Complete reports for disposition of inmates as they relate to the facility via personal computer.
- Assist in the integration of community based programs within the San Miguel County Detention Center.
- Respond to phone calls and written correspondence, both internal and external, in reference to inmate classification.
- Attend staff meetings to discuss inmate case management issues within the SMCDC facility.
- Exercise judgment in the classification of inmate as it pertains to program participation.
- Set priorities and organize workload in an effective and efficient manner to meet established deadlines.
- Maintain inmate's case management record within the facility filing system for accuracy and retrieval.
- Analyze case work activities to ensure timeliness of disposition and updates.
- Prepare LCDC case files by identifying applicable factors (e.g., disciplinary history, mental health status, medical status, arrest history) to ensure completeness of facility records.
- Implement corrective action plan resulting from onsite audits in relation to operations, local practices and conditions.
- Inform SMCDC staff regarding inmate case management issues.
- 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 recidivism of inmates (e.g., Community Services).
- Review casework activities and provide update to Programs/Classification Specialist for re-assignments and/or additional case load.
- Complete reports for disposition of inmates as they relate to the SMCDC facility.
- Coordinate with state and community resources to assist inmates with the re-entry process prior to release from custody.

QUALIFICATIONS:

- 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 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 principles and procedures of inmate classification (e.g., custody designation, custody level, specialized housing, program assignments) to provide a systematic process for the programming, housing custody designation and assignment decisions used in the safe and secure management of inmates.
- Working knowledge of the purposes, activities, regulations and functions of the County Probation and Parole hearings to ensure compliance with procedural requirements.

Working knowledge of various prison and street gangs, gang behavior and the threat of gang action in an institutional setting in order to designate inmate programming and maintain orderly operation of the facility and the safety of staff, inmates and the public.

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

Working knowledge of the policies and procedures within LCDC in order to maintain orderly operation of the facility and the safety of staff, inmates and the public.

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 and special needs or accommodations.

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

SKILL TO:

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.

Respond effectively to inmate classification and 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.

Interpret court documents, reports, warrants, etc. as they relate to inmate case management.

Operate a computer in order to use LCDC 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 desirable. Additional experience or training in correctional case management or correctional counseling is preferred. Bilingual in English and Spanish is preferred.

Education:

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 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 BOARD OF SAN MIGUEL COUNTY COMMISSIONERS:

December 12, 2017


SAN MIGUEL COUNTY MANAGER

12/12/17
DATE


HUMAN RESOURCE SUPERVISOR

12.13.17
DATE


SUPERVISOR

12-13-17
DATE

EMPLOYEE

DATE