



Job Description

TITLE: Case Manager	JOB CODE: 3851
DEPARTMENT: Alternative Sentencing (Treatment)	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Farmington, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under general supervision, supervises adult offenders who have completed a Jail-Based Treatment Program; assists individuals with court-ordered requirements and agreed upon conditions of the program.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative 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 tasks.*

- Confers with clients, legal representatives, families, other concerned persons and organizations; reviews documents pertaining to history of clients to conduct investigations and formulate rehabilitation plans.
- Utilizes the department computer to prepare internal and external reports in a timely manner.
- Informs client of requirements related to restitution payments, office visits, and other required activities.
- Assists with arranging custodial care; refers clients to resources in the community to aid in rehabilitation.
- Evaluates client's progress on follow-up basis, including visits to home and place of employment; conducts breath tests as appropriate.
- Secures remedial action by court if necessary.
- Provide occasional transportation for clients participating in the aftercare portion of their rehabilitation plan.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles and procedures of Jail-Based Treatment Programs.
- Knowledge of laws and regulations relating to DWI offenses and other drug related offenses.
- Knowledge of County policies and procedures.
- Skill in reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Skill in maintaining records and preparing reports and correspondence.
- Skill in presenting information to small groups of people and to the courts.
- Skill in solving practical problems and in dealing with stressful situations.
- Skill in interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.

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- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience:

- Minimum of three years relevant work experience; or equivalent combination of education and work experience.
- Bachelor's degree in a human service field from an accredited university preferred.
- Licensed Substance Abuse Associate preferred.
- Valid State of New Mexico Driver's license with a good driving record or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- Requires working in a detention/treatment environment; frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.
- Full-time work hours for this position consist of non-traditional hours, such as weekends, evenings, and/or overtime as a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____