



102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

**Job Title: Case Manager**

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<b>Department/Division:</b>	<b>Public Safety Department/Adult Detention Facility</b>
<b>Salary:</b>	<b>Starting Pay of \$19.00. Please refer to attached wage scale. Range: 19</b>
<b>Position Status:</b>	<b>Full-Time/Classified</b>
<b>FLSA Status:</b>	<b>Covered</b>
<b>Closing Date:</b>	<b>June 30, 2022</b>
<b>Job #:</b>	<b>6-2022-006</b>

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all 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.*

**Primary Purpose:**

This position manages caseloads of inmates(s) cases by administering the platform and acts as a liaison between the inmate and community resources to include judicial process and tracking. This position also places inmates in the appropriate level of custody based on initial and routine evaluation and assessments.

**Essential Job Functions:**

- Review and Maintenance of routine reclassification assessments and housing reviews
- Update and review of inmate committees in accordance with inmate evaluation, progress and needs.
- Answering and following up on inmate inquiries and concerns. Prepare and update inmate caseload logs to include tracking inmate movement data to accurately reflect inmate physical location.
- Routine and updated inmate communication and availability for resource needs
- Effectively communicate with all staff needed, direct contact with inmates and the general public
- Assist in transition planning and coordinating with both community and judicial services

- Coordination of strategic casework, classification; conduct and analyze inmate assessments. Develop family and community collaborative support teams, and provide service referrals and follow up.
- Periodic and custody classification review, assessment needs for appropriate housing placement
- Program referrals and regularly scheduled one on one contact
- Inmate job recommendation for assignment approval
- Judicial case review to include appropriate follow through

### **Knowledge / Skills:**

- Write legible reports in English using correct grammar.
- Ability to add, subtract, multiply, divide and calculate percentages.
- Ability to effectively interact with others; communicate verbally; react quickly and appropriately to emergency situations.
- Knowledge of the correctional and judicial systems and familiar with case management and management techniques.
- Thirty (30) credit hours in sociology, psychology, or criminal justice is desirable.

### **Minimum Qualifications:**

- High School diploma or equivalent and three years of relevant experience in corrections or law enforcement performing duties specifically relevant to the essential job functions and knowledge and skills defined herein. Relevant experience and education may be substituted on a year for year basis with 1 year equal to 30 credit hours.
- **COVID Vaccine:** The COVID vaccine is mandatory for all Santa Fe County employees unless granted an accommodation under applicable state or federal law.

### **Working Conditions:**

Detention center setting. Office areas are well illuminated and are relatively quiet. Frequent standing, walking, sitting, bending, lifting (75 lbs. max.); must be able to visually observe residents/inmates and staff; hear understand, and interpret resident/inmates and employee behavior; detect odors through sense of smell for such things as marijuana and alcohol. Participants may be argumentative and confrontational at times, requiring quick reflexive responses. Work is primarily in an office environment. Some fieldwork may be required in various weather conditions. Neighborhoods may be unsafe, especially at night, with possible criminal/gang related activities. May be required to work evening and weekend hours. Incumbent will be subject to random pat down searches. Manual and finger dexterity required. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays.

### **Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Apply online at:**

**[https://www.santafecountynm.gov/human\\_resources/employment\\_applications](https://www.santafecountynm.gov/human_resources/employment_applications)**.

**Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.**

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