

[Print this page](#)[Back to Job Opportunities Page](#)**Administrative Office of the Courts****Business Unit: 23800****Case Manager # 10110789-23800, Term, Full-Time in Taos, NM****# of Positions: 1****Opening Date:** 03-01-2019 - **Close Date:** 03-18-2019**Job Pay Range:** II: \$19.231 - \$30.049 hourly**Target Pay Range/Rate:** \$19.231 - \$21.635 hourly

The Eighth Judicial District Court in Taos, New Mexico has one job opening for a full time, TERM Case Manager position #10110789-23800.

Summary: Under general supervision, the employee selected for this positions will monitor the defendant's or offender's participation in the Taos Adult Drug Court program, which is a complex/multi-layered court mandated program and participants are in compliance with his/her court order. Duties this position will be responsible for include, but are not limited to, providing case management services such as tracking program compliance, linkage to services, referrals to higher level of care facilities, drug screening, and facilitating group meetings. This is a full performance job classification.

QUALIFICATIONS

- Education: Bachelor's Degree in social work, criminal justice, social sciences or a related field from an accredited college or university.
- Education substitution: Four years of directly related or relevant experience or an Associates Degree and two years of directly related and relevant experience.
- Experience: Three (3) years experience in case management.
- Experience Substitution: None.
- Other: Completion of a stringent post offer background investigation may be required (i.e. work history, criminal record, driving record, etc.). May be required to obtain and maintain National Crime Information Center (NCIC) certification within six (6) months of hire.
- Knowledge: Broad knowledge of court-ordered rehabilitation or support programs, sentencing guidelines, treatment options and available community services; New Mexico law, civil and criminal procedure; local court rules, policies and procedures, operations and structure; case management; legal terminology; safety, security and confidentiality practices; substance abuse and mental health counseling and treatment; community resources available for the homeless and veteran populations; mediation techniques and conflict resolution; investigative

techniques; proper English usage, grammar and punctuation; computer software applications (i.e., word processing, spreadsheets, databases, court case management system, e-mail and Internet); general office practices and equipment (i.e., filing systems; telephone, printer, copier, fax, and scanner); drug screening methods; electronic monitoring equipment and technology.

- **Skill & Ability:** Demonstrated skill in working independently and managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; communicating effectively both orally and in writing with diverse parties; report writing; maintaining confidentiality; being organized, critical thinking and able to analyze and solve problems, establishing priorities and meeting deadlines; active listening; dealing with people respectfully and diplomatically; maintaining accurate files and records; attention to detail; utilizing good judgment in making decisions and recommendations; and solve problems; knowing when to seek assistance; collaborating with other staff; speaking publicly and presenting information clearly and concisely; recognizing and appropriately responding to safety and security issues; maintaining patience, professional demeanor and composure while dealing with individuals under the influence of alcohol or drugs; using conflict resolution or verbal de-escalation techniques; working effectively with diverse socio-economic, cultural backgrounds and sometimes difficult clientele; understanding of and sensitivity to the needs of the homeless and veterans populations; and recognizing important case facts that need to be documented in case file or may need further action.
- Ability to be empathetic, impartial, fair and objective with all involved parties and provide services regardless of race, national origin, gender, sexual orientation, religion, mental and physical abilities, socioeconomic status or any other protected status; receive and follow directions and apply relevant policies and procedures to assigned work; establish effective and cooperative working relationships in a complex and rapidly changing environment; learn quickly and retain information; work as a team member; operate program monitoring equipment; utilize a computer effectively in word processing, spreadsheets, case management systems and other software; perform multiple tasks; proof read and edit your own work.
- **EXAMPLES OF WORK PERFORMED**
Participant Assessment – Assess and determine the status and needs of defendants for treatment. Investigate defendants’ educational, family, criminal, employment and social background and/or previous treatment compliance. Review police and court reports. Work closely with the Clinical Director to develop treatment plans that provide comprehensive plan to meet the orders of the Court. Facilitate communication and coordination between care/service/support providers. Educate the defendants about service options and available resources. Provide hands on training on basic living and financial skills. Empower the defendant to problem solve in order to achieve outcomes. Serve as a consistent, positive and appropriate role model to the defendant. Promote defendant self-advocacy and self-determination. Monitor defendants’ compliance with treatment plan. Recommend counseling when appropriate. Schedule hearings and notify parties involved. Appear in court to present information in pre-sentencing report. Inform and subpoena witnesses. Keep the Court apprised of defendants’ status. **Monitoring Program Compliance** - Conduct scheduled progress meetings at court appointed locations; monitor defendants compliance at court hearings and treatment plan requirements; report, document and notify court of defendants’ compliance, non-compliance or program violations and recommend appropriate action. **Administrative** – Maintain thorough, accurate records of case management activities with ever defendant; document all interaction with program defendants and treatment providers in case management system; prepare precise written and oral reports detailing defendants treatment plan compliance and future recommendations; attend court proceedings as required; participate and provide input during court proceedings, meetings with court staff and other treatment providers; track and record counseling community service participation; compile and report statistical data; provide treatment information and options to judges and involved treatment providers and community members. Utilize case conferencing and supervision of support case management work. **May** - After completion of required training and utilizing Supreme Court approved statewide policies and procedures for fieldwork (safety equipment, drug screening, field protocol), perform scheduled and unannounced site visits (home, work, school or other location) to monitor program compliance; monitor program compliance utilizing electronic monitoring technology; track and administer drug and alcohol screens as necessary; maintain alcohol and drug screening protocols, equipment and supplies; participate in best practices development within the court or with outside providers; participate and attend conferences, trainings, community outreach and education related to court programs.
- **WORK ENVIRONMENT AND PHYSICAL DEMANDS** The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office, court, field, or detention facility and may be performed in a field setting. Travel may be required in the course of work (including meeting attendance and training) and a valid New Mexico driver’s license is required. Work is performed in an often fast-paced and stressful work environment. The noise level in the work environment is usually moderate to noisy. The employee may be exposed to hostile or violent

situations that may arise when dealing with individuals involved or associated with court cases, disturbing or hazardous court exhibits and contagious health conditions. Frequent exposure to unpleasant situations in jails and when interviewing defendants who are experiencing significant stress, are mentally unstable, hostile, or intoxicated, or have infectious diseases. The employee must regularly interact positively with co-workers, clients and the public; work under severe time constraints and meet multiple demands from several people. The work requires prolonged use of computers. While performing the duties of this job, the employee is regularly required to perform repetitious hand, arm and finger motions as well as use manual/finger dexterity, sit for long periods of time, stand and walk often; kneel and stoop; and talk and hear. The employee is frequently required to read typed and/or hand written material; and lift and/or move, push, pull or carry up to 25 pounds. The employee is expected to be punctual and to adhere to assigned work schedule. As assigned the employee may be required to work nights, weekends and holidays; overtime may be required. The employee may be exposed to fluctuating outdoor and building temperatures

TO APPLY: Interested applicants should submit either a New Mexico Judicial Branch Application for Employment, OR a Resume AND Resume Supplemental form, along with proof of education by 4:00 p.m. on Monday, March 18, 2019 to:

Application forms:

Microsoft Word Format
Adobe PDF Format

Resume Supplemental Forms:

Microsoft Word Format
Adobe PDF Format

Lauren Felts-Salazar, Program Manager
Eighth Judicial District Court
105 Albright St., Suite N
Taos, NM 87571
taodlmf@nmcourts.gov

EQUAL OPPORTUNITY EMPLOYER