

Rio Arriba County

Vacancy Notice

Human Resource Department

1122 Industrial Park Road

Espanola, New Mexico 87532

Telephone: (505) 753-2992 Fax: (505) 753-9397

Web: www.rio-arriba.org

Position: Case Manager II

Positions Available: 1 Department: Health and Human Services Española

Opening Date: JULY 28, 2021 Closing Date: Open until Filled

Starting Pay: \$17.56 an hour

Rio Arriba Health and Human Services Department is looking for a Case Manager for clients suffering from SUDS. The successful applicant must be or be able to become a Certified Peer Support Worker, be familiar with DAP notes, and be able to build rapport with clients. Must also be able to work with a team composed of lay professionals and clinicians, and to work under clinical supervision. Must demonstrate ability to follow protocol and keep appropriate records including start up and management of a "Rewards Closet."

Minimum qualifications include three years in the behavioral health field and a high school degree or a GED. Must be able to work weekends and some evenings.

- * Performs client intakes: explaining services and program requirements and obtains client background information;
- * Conducts case management assessments;
- * Interviews clients to discuss assessment findings;
- * Creates service plan under guidance of a clinician;
- * If indicated, refers client to appropriate services;
- * Responsible for start-up, maintenance and documentation of "Reward Closet" in accordance with best practice PAMI protocols after completing PAMI training;

- * Integrates coordination of care within necessary team member to ensure continuum of care;
- * Documents client progress with regard to service plan;
- * Periodically revises service plan and updates client file;
- * Maintains appropriate client records using Electronic Medical Record including use of DAP notes;
- * Files all required paperwork, weekly itinerary, and monthly reports with Project Coordinator and clinical supervisor in a timely fashion;
- * Participates in integrated team clinical staffing with clinicians and other case managers which may include partner agencies;
- * Able to work with and build rapport with community partners including police, courts, and other provider agencies’
- * Performs other duties related to area of responsibility and as assigned by the Department Director/Supervisor/Designee.
- * Experience working with Native Americans and Tribes and/or bilingual Spanish/English is a plus

Qualifications:

- Ability to perform essential duties as listed above;
- Employee will complete a pre-employment drug test;
- Valid New Mexico Driver’s License;
- Employee must comply with all safety guidelines of the county;

Starting Pay: As per 2020-2021 Rio Arriba County Salary Schedule

Work Key Scores Preferred

Interested Applicants may submit an Employment Application to the Human Resource Department in Tierra Amarilla 575-588-7254 or at the Espanola Annex Managers Office 505 753-2992.

The County of Rio Arriba is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit and qualifications without regard to race, national origin, political