



**BERNALILLO COUNTY METROPOLITAN COURT  
JOB RECRUITMENT ANNOUNCEMENT**

**Human Resource Division  
401 Lomas NW  
Albuquerque, NM 87102**

**Telephone: (505) 841-9819  
Fax No.: (505) 222-4823  
Email: [metrjobs-grp@nmcourts.gov](mailto:metrjobs-grp@nmcourts.gov)**

**METROPOLITAN COURT CASE MANAGER  
Forensic Navigation Program- Behavioral Health Unit**

**Opening Date: June 6, 2022  
Closing Date: Open until filled  
Pay Range: \$21.382-26.727/Hourly  
Target Pay Rate: \$23.294/Hourly**

**Position Number: 10113719  
Position Status: Full-Time, Term  
Probation Specialty Courts Division or as assigned**

**Essential Tasks:** Currently this position is funded through June 30, 2022. Incumbent will screen, assess, and determine the status and needs of defendants for treatment and ancillary services under the direction of the Specialty Court Team. Will meet with defendants face to face as often as required based on a defendant's needs. Maintain an active caseload of defendants. Investigate defendant's educational, family, criminal, employment, housing, and social background and/or previous treatment compliance. Work with treatment providers to develop treatment plans for defendants that meet the orders of the Court. Assist defendants with accessing services related to guardianship, civil commitment, the District Court's Assisted Outpatient Treatment ("AOT") program, and employment services. Provide services and support to defendants' families, including, but not limited to, counseling and assistance with accessing restorative justice programs. Assess and assist defendants with obtaining Developmental Disability waivers and/or referrals to disability rights organizations. Attend any required meetings, trainings, and Court programs. Participate in community outreach. Prepare detailed written and oral reports. Facilitate communication and coordination between care/service/support providers and the Court. Support housing placement for defendants including assistance with housing search, screening potential landlords, housing application process, ensuring appropriate inspections are conducted, and other assistance with move-in activities. Creating a Housing Stability Plan that is focused on housing stability for each defendant. Provide Crisis Intervention for defendants, as necessary. Maintain case notes, appropriate records, chart documentation and other information. Compile lists for statistics and coordinating court calendars for the Specialty Court Programs. Attend court sessions and staffing's, as scheduled. Conduct scheduled progress meetings with defendants about case management referral appointments. Monitor defendant's compliance at court hearings and with treatment plan requirements. Report, document, and notify the Court of defendant's compliance, non-compliance and/or program violations and recommend appropriate actions for consideration by the Court. Provide treatment information and options to judges, by involving treatment providers, court personnel and community members. Assist defendants in gaining access to needed behavioral health, medical, social, residential, financial, and other services as appropriate for defendants. Perform administrative activities and provide customer service as assigned. Have the ability to get along with others and to work under stress. Other duties as assigned by the Court. A more comprehensive copy of the job description is available at <https://metro.nmcourts.gov> or may be obtained in the Human Resource office of the Metropolitan Court.

**Qualifications:** Education: Bachelor's degree from an accredited college or university in Criminal Justice, Public or Business Administration, Social Work or a related field. Education Substitution: Four (4) years' of directly related or relevant experience may substitute on a year for year basis (Degree preferred). Experience: Three (3) years' experience in case management. Experience Substitution: None. Other: May be required to obtain and maintain National Crime Information Center (NCIC) certification within six (6) months' of hire. **A post-offer background history and fingerprint check is required.**

**Working Conditions:** The following functions are representative, but not all-inclusive 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 or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays and overtime. The employee must regularly interact positively with co-workers, clients, the public, and judges and justices.

*Applicants interested in applying should complete a **New Mexico Judicial Branch Application for Employment** (Revised 05/10) or a **Resume Supplemental Form** (Revised 05/10) and submit with a **signature and date** to the Human Resource Division prior to **5 p.m.** on the closing date. Mailed applications must be received by 5 p.m. on the closing date.*

**The Bernalillo County Metropolitan Court is an Equal Opportunity Employer and applicants selected for an interview must notify the Human Resource Division at (505) 841-9819 of the need for an accommodation.**