



# San Miguel County

Human Resource Office

**Eileen Sedillo, Director**

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County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

## EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the **RISE Program Manager** with the San Miguel County Detention Center. This is a Term appointment position which is Grant funded. Under the general direction of the Detention Center Warden and Deputy Warden, this position will be responsible for assessing and assisting in all detainee risk assessments, program recommendations, program classification, program administration and assistance with pre – and post-release RISE Program processes for detainees incarcerated within SMCDC. The RISE Program Manager performs full range of duties in detainee reintegration and performs various assignments for detainees classified to the reintegration center within the San Miguel County Detention Center.

Salary Range 30: **\$36,180.00 - \$45,226.00**

Deadline for Application: **November 6, 2023**

A complete application will consist of a letter of interest, a resume, applicable certifications and San Miguel County Application. Applications and a detailed job description may be picked up at the San Miguel County Human Resource Office located at the San Miguel County Administration Building, 500 West National, Suite 202, Las Vegas NM or on the San Miguel County's website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

  
Joy Ansley, County Manager 10-24-23  
Date

  
Eileen Sedillo, Human Resource Director 10.24.2023  
Date

Published \_\_\_\_\_, 2023



# *San Miguel County*

## **DETENTION CENTER RISE PROGRAM MANAGER**

**STATUS:** Term Appointment (Grant funded)  
**FLSA:** Non-Exempt

### **Position Summary:**

Under the general direction of the Detention Center Warden and Deputy Warden, this position will be responsible for assessing and assisting in all detainee risk assessments, program recommendations, program classification, program administration and assistance with pre – and post-release RISE Program processes for detainees incarcerated within the San Miguel County Detention Center (SMCDC).

The RISE Program Manager performs full range of duties in detainee reintegration and performs various assignments for detainees classified to the reintegration center within the San Miguel County Detention Center.

### **Essential Duties and Responsibilities:**

- Serve as a liaison for clinical services and coordinate all inter-and-intra agency related to such events.
- Prepare case reports, progress reports and programming planning summaries for distribution to staff regarding detainee status.
- Coordinate facility filing system consisting of master records and general files for ease of accessibility.
- Review various activities and update supervisors as needed for timely disposition.
- Review plans and make recommendations as they relate to detainees success within the facility.
- Work with state and community resources on behalf of detainee to reduce recidivism.
- Complete reports for the disposition of inmates as they relate to the facility.
- Assist in the integration of community based programs within SMCDC.
- Respond to phone calls, written correspondence and emails, both internal and external.
- Attend staff meetings to discuss detainee care coordination.
- Exercise judgement in the classification of detainees as it pertains to program participation.
- Attend staff meetings to discuss detainee care coordination.
- Prepare and submit monthly reports to the SMCDC Warden as required by the RISE Program Grant.

### **Qualifications:**

- High school diploma or equivalent
- Bachelors Degree/ Masters Degree in Social Work preferred
- One (1) year experience in a Detention facility is desirable
- Or an equivalent combination of training and experience which provides the required knowledge, skills and abilities
- Must have a valid NM drivers license

### **Knowledge, Skills and Abilities:**

Knowledge of modern corrections care coordination principles and practices.

Knowledge of state and community resources in order to reduce recidivism.

Knowledge of the systems which interact with corrections (i.e. probation, courts, district attorney, public defender, law enforcement agencies, etc.).

Knowledge of principles and procedures of inmate classification (e.g. custody designation, custody level, specialized housing, program assignments) in order to provide a systematic process for the programming, housing custody designation and assignment decisions used in the safe and secure management of detainees.  
Knowledge of judicial and administrative procedures applicable to inmate processing.  
Ability to organize and prioritize work in order to meet deadlines, time constraints and adjust to changes in assignments.  
Must tactfully handle sensitive issues and provide information to staff for immediate action.  
Ability to communicate in English and Spanish in an effective and understandable manner.  
Ability to interpret and apply laws, regulations, policies, and procedures as they relate to detainee programming.  
Skilled and proficient in computer use.

**Working Conditions:**

Work is performed at the Detention Center, must be willing and able to work within a correctional facility. Manual and finger dexterity required. May be required to lift or push up to 25 lbs. Travel time may be required.

**Physical Requirements:**

Primary Work Positions: Sitting 60%, Standing 20%, Walking 15%, Lifting 5%

Continuation of this position is contingent upon grant funding.

*Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*

**APPROVED BY THE BOARD OF SAN MIGUEL COUNTY COMMISSIONERS:** 9.12.2023

  
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COUNTY MANAGER

9.12.23  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
HUMAN RESOURCE DIRECTOR

9.12.2023  
\_\_\_\_\_  
DATE

\_\_\_\_\_  
WARDEN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE