

Kerr County

Job Posting Announcement

Posting Date: 12/22/2020

Closing Date: Until filled



Available: 01/04/2021

Position/Title: Case Manager, Hill Country Regional Public Defender Office

Pay Grade: \$35,000 to \$45,000 DOE

The newly created Hill County Regional Public Defender Office is seeking to hire Case Managers, to staff offices in Kerr and Medina Counties. The HCRPDO represents persons who are not financially able to hire legal counsel in Kerr, Gillespie, Kendall, Bandera and Medina Counties. Applications will be accepted on a rolling basis beginning January 4, 2021, in Kerrville, Texas. Applicants must be willing to relocate to reside within the region. Compensation includes salary of \$35,000 to \$45,000 per annum, based upon experience, plus benefits of employment with Kerr County including health care and retirement.

This position provides a full range of administrative support services to assisting in the daily operation of the Public Defender Office.

ESSENTIAL JOB DUTIES:

- 1) Conducts client interviews, and screenings in various settings – jail, court, office, and community.
- 2) Maintains an active caseload of clients and assists HCRPDO Attorneys in advocacy, mitigation and connection to resources.
- 3) Assist HCRPDO attorneys in early identification of individuals suspected of having mental health or intellectual disabilities and/or suffering from a mental health crisis or substance abuse issues relative to Art. 16.22 Texas Code of Criminal Procedure.
- 4) Collects, reviews and provides documentation to HCRPDO attorneys for purposes of developing bond plans, social histories, treatment plans and connection to services.
- 5) Assists the HCRPDO Attorneys in performing statutory duties and obligations of office with respect to representation, including but not limited to coordinating witnesses for court hearings and trials, preparing and processing court documents, assisting with investigation of a criminal offense by coordinating the gathering of mitigation evidence.
- 6) Participates in trainings related to latest trends and developments related to behavioral health and criminal justice.
- 7) Monitors client progress and coordinates appropriate behavioral health and other services.
- 8) Develops and maintains relationships with referral partners.
- 9) Maintains accurate and detailed client notes and documents, in paper and digital format.
- 10) Performs related duties and fulfills responsibilities as required

KNOWLEDGE, SKILLS, AND ABILITIES:

- 1) Skill in utilizing personal computer and associated software programs.
- 2) Skill in creating and using computer spreadsheets and graphical presentation.
- 3) Ability to interpret Federal, State, and local policies, procedures, laws and regulations
- 4) Ability to maintain familiarity with current trends in the areas of criminal justice and behavioral health
- 5) Ability to communicate effectively
- 6) Ability to work independently
- 7) Ability to maintain confidentiality of information.
- 8) Ability to establish and maintain effective working relationships with coworkers, court staff, colleagues, and clients.

- 9) Ability to work in a collaborative environment building organizational and stakeholder relationships and planning.
- 10) Ability to maintain good relationships with stakeholders, focusing on providing excellent and culturally sensitive customer services presenting a positive image of the HCRPDO in all community and stakeholder interactions.
- 11) Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

EDUCATION AND EXPERIENCE:

- 1) Bachelor's degree in criminal justice, education, social work, or a related field
- 2) Six (6) months to one (1) year of experience working in the field of social work, criminal justice, education, mental health, and/or substance-use disorders.
- 3) Prior criminal justice experience preferred,
- 4) Comfortable handling confidential information.
- 5) Experienced and comfortable working with a variety of individuals from diverse backgrounds.
- 6) Strong organizational and problem-solving skills.
- 7) Any combination of education and experience that demonstrates the required knowledge, skills, and abilities to perform the duties and responsibilities of this role.
- 8) Bilingual (English/Spanish) preferred.
- 9) Must have valid Texas Driver's License and reliable transportation.

Application Information:

An Application must be completed for each position. No résumés accepted in lieu of an application form. Applications can be downloaded from the Human Resources Department section of the Kerr County website: www.co.kerr.tx.us and returned to:

Jennifer Doss
Human Resources, Kerr County Courthouse
700 Main Street, Room BA-104
Kerrville, TX 78028

Kerr County is an Equal Opportunity Employer. A background check will be required of finalist. New or Rehire potential employees will be required to provide documentary proof of their eligibility for employment. Kerr County is a public employer; therefore, all applications are public information.