Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Forensic Case Manager

JOB CODE	JOB FAMILY	PROFILE
JCP117	**Public Safety**	**Forensic Case Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**October 2, 2026**

The Forensic Case Manager (FCM) provides case management services for assigned clients by reviewing and determining client needs. The FCM conducts initial interviews, identifies appropriate therapeutic approaches, and coordinates referrals with staff such as licensed clinical social workers, victim liaisons, and law enforcement officers. The FCM supports community members dealing with inebriation, homelessness, addiction, and mental health challenges, as well as families experiencing resource crises. The FCM also reviews and assesses criminal cases, supports crime victims, and responds to active crime scenes when necessary to assist families in crisis.

Job Description

DUTIES AND RESPONSIBILITIES

- Interview clients and review case history to determine case management needs. Review and assess violent crime reports related to homicide, interpersonal violence, child abuse, sexual assault, and domestic violence/stalking.
- Contact victims of violent crimes and provide information about the legal process, available resources, and the investigation process. Assist clients with completing and filing protective orders; attend protective order hearings and other court proceedings.
- Coordinate with community agencies to help clients schedule appointments and connect with care and services.
- Assess the reliability and validity of treatment and services for clients. Make referrals as needed for behavioral health, domestic violence, medical, legal, or other support.

- Collaborate with families, criminal justice entities, and community resources to provide comprehensive client support.
- Transport clients or coordinate transportation to appointments and community service providers.
- Document and report case management activities accurately and on time. Maintain detailed case notes and related documentation.
- Prepare case files for periodic review and quality assurance.
- Perform program-related duties in residential, community, and jail-based settings.
- Initiate referrals for support services, including medical and psychological evaluation and treatment.
- Serve as a liaison between hospitals, community courts, outreach organizations, and criminal justice agencies.
- Coordinate with the Sheriff's Office and prosecuting agencies such as the Bernalillo County District Attorney's Office and the Attorney General's Office, as well as victim service providers, mental health professionals, and rape crisis centers for case follow-up.
- Attend and participate in professional meetings and stay current on best practices and trends related to the role.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in criminal justice, psychology, social work, counseling, case management or related field OR Four (4) years in criminal justice, psychology, social work, counseling, case management or related field.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- May be required to work various shifts and schedules based on departmental needs.

- Attends and passes all required training as assigned.

WORKING CONDITIONS

- Duties are performed primarily indoors.
- Indoor work takes place in a temperature-controlled environment.
- Work hazards may include fieldwork in adverse weather conditions, exposure to stressful situations involving individuals in crisis, and other unpredictable circumstances. Overall physical demands are minimal.
- Fieldwork and home visits occur on a regular basis.
- Employee may work a flexible schedule, including rotating on-call shifts.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses computers and communication equipment on a daily basis.
- Frequently uses facility keys, County vehicles, County laptop, and County cellphone.