

**DEPARTMENT:** PUBLIC DEFENDERS OFFICE

**CLASSIFICATION:** COMPETITIVE

**FLSA Status:** Exempt/Administrative 11/XX/2023

**APPROVED:** NOVEMBER 17, 2023

### **DIRECTOR OF SOCIAL WORK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for overseeing the provision of social work services to the indigent criminally accused. The incumbent develops and implements policies and procedures in creating the Liberating and Empowering All Defendants (LEAD) program for Niagara County and performs social work services. The Director collaborates with Attorneys, community resource providers, and assigned staff to provide treatment services and support throughout the duration of the case and/or as an alternative to incarceration. Work is performed under the direct supervision of the 1<sup>st</sup> and 2<sup>nd</sup> Assistant Public Defenders with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work in accordance with established policies and objectives. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises assigned staff, assigns cases, and develops policies and procedures;
2. Receives assignments requiring casework and manages a caseload;
3. Consults, refers cases, and works actively with other agencies and community groups, legal, and medical professionals to provide services and support to clients and their families;
4. Evaluates client problems, develops complete treatment plans, and follows each case through to solution;
5. Develops case plans, court reports, and required legal documents;
6. Prepares case records, documents, reports and correspondence in a timely manner;
7. Develops and compiles reports to ensure goals and compliance standards are met;
8. Interprets rules, regulations, policies and programs to clients and the public;
9. Attends necessary court proceedings, responds to inquiries regarding court action, may conduct field visits and evaluate compliance with court orders;
10. Meets with clients and their families to build trusting relationships to facilitate the investigation and documentation of mitigating aspects of the client's medical, mental health, employment, family, and socio-educational history;
11. Conducts assessments of clients as directed by the assigned attorney to identify the existence of mental health issues;
12. Recommends appropriate treatment modalities, assists with enrollment in mental health or substance abuse treatment programs;
13. Monitors progress in treatment and provides intervention if problems develop;
14. Develops collaborative relationships with court staff, other justice system partners and community resource providers;
15. Acts as a resource specialist;
16. Recommends staffing and budget requirements;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, methods, procedures and practices of social work, of the functioning and management of community mental health programs and facilities and the scope of services rendered, and of community resources and how to use them effectively with others; thorough knowledge of all regulations governing community mental health programs; good knowledge of the principles and practices of criminal law and court procedures; ability to operate modern software applications and information technology devices at an acceptable rate of speed and accuracy; ability to organize, direct and coordinate mental hygiene programs; ability to maintain a clinical caseload; ability to provide effective professional leadership of a high order; ability to analyze and evaluate reports of social workers and make sound decisions; ability to prepare reports; ability to organize and operate training for new program staff; ability to plan and supervise the work of others; ability to effectively communicate orally and in writing; ability to establish effective working relationships with staff, clients, and community resource providers; tact and courtesy; sound professional judgment; integrity; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a Master of Social Work certification, license, or limited permit at time of appointment and for the duration of employment **AND** three (3) years of experience in providing social work services.