

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 12, 2024

SOCIAL WORK SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional social work position responsible for assessing legal services clients' mental health, possible drug addiction and other social needs in order to help prepare clients for court and to assist clients in avoiding situations that may lead them to re-offend. The incumbent collaborates with staff to provide support and linkages to services that may improve case outcomes and address the reasons why clients come into contact with the criminal justice system. The population to be served has particularly challenging needs, including poverty, mental health or substance abuse issues, unemployment or underemployment, young children in their custody, chronic health conditions, homelessness, trauma history, and other issues. The incumbent exercises independent judgment in the assessment of clients and provides appropriate counseling, advocacy with community agencies and preparation for court appearances. Wide leeway is allowed for the exercise of independent action and programming in accordance with established policies and procedures under the general supervision of an assigned supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Conducts intakes and assesses clients' needs, supports, strengths, and weaknesses in order to provide emotional support and referrals to community-based programs as needed;
2. Facilitates referrals and links clients to a variety of community-based treatment programs (inpatient and outpatient, public and private); job training and development programs; housing; social benefits programs; etc.;
3. Collaborates with probation/parole, court personnel, social service agencies and other service providers to establish treatment and services for clients;
4. Conducts evidence based psychosocial evaluations founded upon psychosocial interviews with clients and their families and available records;
5. Develops individualized case plans and shares these with the client and attorney;
6. Provides case management services to a caseload of short- and long-term clients;
7. Prepares written advocacy pieces in the form of memorandums to the court or prosecutor, which assists staff attorneys in mitigating dispositions or sentences;
8. Reviews, catalogues, and presents to staff attorneys information contained within medical, mental health, substance abuse and school records for their reference and use;
9. Regularly appears at and assists in the representation of clients in court and/or at treatment appointments;
10. Monitors client compliance with court and treatment requirements;
11. Maintains records in a computerized database and prepares reports;
12. Performs related data collection, record keeping, reporting and administrative support tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, methods, procedures and practices of social work; good knowledge of the criminal justice system, social problems, and social justice; good knowledge of community resources and organizations; good knowledge of applicable laws, rules, and regulations related to assisting indigent clients; skill in the use of modern computerized software applications including word processing, spreadsheets, and databases at an acceptable rate of speed and accuracy; ability to develop and maintain strong working relationships with clients, attorneys, and community resource providers; ability to interpret and implement agency programs, goals and eligibility requirements; ability to prepare technical and informational data for administrative use; ability to make sound professional decisions; ability to maintain records and prepare reports; ability to effectively communicate verbally and in writing; tact and courtesy; sound professional judgment; sensitivity to the needs of others; integrity; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Candidates must be a current Licensed Masters of Social Work (LMSW) or Licensed Clinical Social Worker (LCSW) in New York State and have two (2) years of full-time paid experience providing social work services.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT AND FOR DURATION OF EMPLOYMENT:

1. Possession of a LMSW or LCSW;
2. Possession of a valid New York State driver's license.