

## **SOCIAL WORK COORDINATOR (PUBLIC DEFENDER)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional specialized social work involving responsibility for coordinating procedures to provide services to legally indigent inmates in the Rockland County Correctional Facility. The work also involves the direct provision of direct case management services, especially as they pertain to alternative to incarceration programs. The work is performed under the general direction of the Deputy Public Defender and in accordance with professional principles and practices of social work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and coordinates programs in the Office of the Public Defender to provide services (e.g., housing, substance abuse rehabilitation, counseling, etc.) to legally indigent inmates in the Rockland County Correctional Facility, legally indigent defendants charged with a crime, individuals convicted of less serious offenses, etc.;

Meets with legally indigent inmates in the Rockland County Correctional Facility, legally indigent defendants charged with a crime, individuals convicted of less serious offenses, etc. in order to identify their needs for services (e.g., housing, rehabilitation);

Provides direct case management services to clients, especially as they pertain to procedures, goals, and requirements for alternative to incarceration programs;

Acts a liaison with Rockland County departments, including but not limited to the Sheriff, District Attorney, and Probation in order to coordinate services, identify and resolve problems, exchange information, determine the feasibility and potential for successful outcomes of services for legally indigent inmates in the Rockland County Correctional Facility, legally indigent defendants charged with a crime, individuals convicted of less serious offenses;

Meets with service providers, including substance abuse rehabilitation centers, in order to identify appropriate rehabilitation and treatment programs, arrange for services and placement in programs, resolve problems, ensure clients' cooperation with program requirements, assess program effectiveness, etc.;

Monitors treatment programs, rehabilitation facilities, client progress in programs, etc., in order to ensure compliance with pertinent laws, legal agreements, grant requirements, and requirements of the District Attorney and Department of Probation;

Acts as liaison with community organizations, service providers, rehabilitation centers, etc. in order to facilitate cooperative relations and monitor activities necessary to achieve the Public Defender's goals and obligations;

Attends professional meetings, as necessary;

Prepares a variety of reports.

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

Good knowledge of the principles, practices, methods, and procedures of social work; good knowledge of community resources, especially as they pertain to legally indigent inmates in the Rockland County Correctional Facility, legally indigent defendants charged with a crime, individuals convicted of less serious offenses\*; good knowledge of the practices and requirements for alternative to incarceration programs\*; ability to conduct interviews, analyze information, and summarize material for case records; ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:** A Master's degree in Social Work and possession of a valid license and current registration as a Licensed Master Social Worker (LMSW) or a Licensed Clinical Social Worker (LCSW) issued by the New York State Department of Education and two (2) years of postgraduate social work experience.

**SPECIAL REQUIREMENT:**

Must maintain license and registration as a LMSW or LCSW issued by the New York State Department of Education throughout the course of employment in this title.

\*To be demonstrated during the probationary period.