

## SENIOR CASEWORKER (PUBLIC DEFENDER)

### CHAUTAUQUA COUNTY OFFICE OF THE PUBLIC DEFENDER

**SALARY RANGE: \$28.58-\$37.39/HOUR + BENEFITS**

Chautauqua County's Office of the Public Defender is looking to fill one (1) Full-Time Senior Caseworker (Public Defender) position within the Jamestown, NY office. This position is Full-Time at 40 hours/week. A Senior Caseworker (Public Defender) is responsible for providing social work services to clients who are in need of legal and social services. The incumbent interviews and counsels clients and refers them to appropriate sources that can provide needed assistance. The incumbent is responsible for case planning and management to obtain goals as set by the recommendation of service providers and/or court mandates. The incumbent will also act as a confidential liaison and client advocate between indigent clients and their attorneys. Work is performed under the direction of the Public Defender but exercises a considerable degree of independent judgment in carrying out tasks. Does related work as required.

#### **Typical Work Activities:**

- Creates and manages complex case management plans for indigent clients concerning mental health, substance abuse and other social needs;
- Assists attorneys by obtaining client background data including family history;
- Assists attorneys by reporting client case plans including objectives and recommendations for successful and sustained community living;
- Interacts with various social and legal agencies in conjunction with or on behalf of indigent clients;
- Provides client's families with case management support plans to enhance client/family relationships;
- Monitors client compliance with various social service and legal agencies to ensure client management plan goals are met;
- Reviews and adjusts client's social plans as necessary to reflect the client's accomplishments to include court mandates and other agency recommendations;
- Prepares complex confidential reports, combining various social service and criminal justice agency recommendations and findings for use by client attorneys;
- Interacts with numerous social agencies to locate patient space to place clients into inpatient treatment facilities;
- Works with health care facilities in both long- and short-term placements and provides necessary background information for evaluating admissions personnel;
- Works directly with health care professionals to create and manage effective social plans in conjunction with the client and attorneys;
- Transports clients to various health care and social service agencies;
- Acts as a confidential liaison between attorneys and their clients;
- Frequently works varied hours from the usual 8:00 AM to 4:30 PM work day;
- Works with indigent clients and coordinates with other health care professionals in the preparation of clients to re-enter the community and/or recovery programs.

This position is being filled as a provisional appointment from approved applications received. An incumbent in this position, will be required to take a competitive civil services examination to be scheduled at a later date.

#### **Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Personal Days   |                             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Wellness Program          |

#### **Minimum Qualifications:** Either:

- A. Graduation from a regionally accredited or New York State registered university with a Bachelor's degree or higher in a Human Services-related field and two (2) years of work experience providing social work services to economically disadvantaged clients in a law office, legal services organization, probation agency or social services agency; OR
- B. Graduation from a regionally accredited or New York State registered college with an Associate's degree in a Human Services-related field and four (4) years of experience as described in "A" above.

#### **Additional Requirements:**

1. Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.
2. Must be eligible to receive the appropriate clearances to access various confidential criminal justice and related databases.