

Position Title: Social Worker
Department: Administration
FLSA Status: Excluded
Class: 5572
Pay grade: 77
Prepared Date: 10/20/2015

DISTINGUISHING CHARACTERISTICS OF WORK

This position is professional work providing for the delivery of defense-focused disposition services to Public Defender clients.

An employee in a position allocated to this class is responsible for supervising or maintaining caseloads of Public Defender clients with physical, mental or developmental disturbances. Duties include performing detailed case management and complex casework; making referral services for specialized treatment available within the community; and maintaining liaison with the Courts and local law enforcement, civic and other social agencies; interviewing clients, assisting with institutional release procedures, assisting in the preparation, presentation, and disposition of cases, and providing assistance and counseling services.

Work is performed under the general supervision of a higher level employee and is reviewed through case analysis and reports for results obtained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists in the early disposition of cases prior to arraignment.
- Facilitates negotiation and settlement of cases.
- Arranges custody releases;
- Assists in pre-sentence, post-sentence, death phase and other investigations.
- Devises appropriate treatment plans to be presented to the Courts as alternatives to incarceration and makes referral to community agencies.
- Develops plans and arranges for rehabilitative counseling and direct services.
- Completes required initial social, legal, and medical investigative work.
- Interviews parents, guardians, and other persons having knowledge of relevant situations.
- Gathers information about the client's family, education, social, employment, military, and treatment history.
- Identifies and outlines background information for use by experts.

- Analyzes client's strengths and needs.
- Assesses treatment options and provides disposition and treatment recommendations.
- Prepares reports and makes recommendations to the Courts.
- Insures that clients receive social services required to support medical treatment.
- Provides psychological histories, diagnostic impressions and makes referrals for crisis counseling.
- Secures psychiatric, psychological and neurological evaluations from consultants.
- Provides information about community resources and correctional institutions to the Courts and attorneys.
- Assists in cases providing attorneys with psychosocial evaluations.
- May train and assist in coordinating the activities of Disposition Specialists.
- Performs related work as required.

PROFESSIONAL/SUPERVISORY RESPONSIBILITIES

This is professional work providing delivery of defense-focused disposition services to Public Defender's clients.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

Communicate effectively and professionally with clients and staff

Use correct English grammar, spelling, and punctuation

Follow written and oral instructions and procedures

Exhibit sound judgment and good listening skills

Handle matters with integrity and confidentiality

Plan and prepare reports, correspondence, and charts in a variety of formats

Use personal computer and general office equipment

Be extremely organized, establish priorities, and meet deadlines

Maintain an effective filing system

Manage multiple assignments simultaneously including long- and short-range projects

Be flexible in work assignments and processes based upon need

Travel to various locations throughout the circuit for assignments and training

Effectively utilize Microsoft Word and Outlook

EDUCATION and/or EXPERIENCE

Bachelors in Social Work (BSW) **REQUIRED** from an accredited four-year college or university; and one year of professional experience, or an equivalent combination of training and experience. MSW preferred.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, technical procedures, legal documents and governmental regulations. Ability to write reports, business correspondence and transcripts.

COMPUTER SKILLS

Basic computer skills are required including: keyboarding, use of PC's, printers, etc. Microsoft Office experience required.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY

Must be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to evaluate problems, isolate key issues, research and develop alternative solutions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to be mobile, speak and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

Valid Florida Driver's license

WORK ENVIRONMENT

The noise level for this position is moderate.

EQUIPMENT UTILIZED

Personal computers, printers, copiers, scanners, telephones, calculators, cell phone, VCR equipment, cassette equipment, CD/DVD burner

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in

this document are the minimum levels of knowledge, skills and abilities. Employees of the Office of the Public Defender, are **at-will** employees. This document does not create employment contract, implied or otherwise, and may be revised or rescinded at any time, due to operational necessity, at the sole discretion of the Public Defender.

I acknowledge that I am capable of performing each of the essential Duties and Responsibilities. I am able to meet the Physical Demands as described or I will otherwise IMMEDIATELY inform my Supervisor and Human Resources to process a formal request for Reasonable Accommodation according to ADA Regulations.

Print Name _____

Signature _____ Date _____

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