

## WHARTON-MATAGORDA REGIONAL PUBLIC DEFENDER OFFICE

**POSITION:** CASE MANAGER/ SOCIAL WORKER

**J O B TITLE:** Case Worker / Social Worker    **JOB CLASSIFICATION:** Non-Exempt

**DEPARTMENT:** Wharton-Matagorda Regional Public Defender Office

**COMPENSATION:** \$ 60,000-64,500

**SUPERVISOR:** Chief of Public Defender Office

**HOURS:** 40

### **JOB SUMMARY**

To perform assessments on clients assigned to the Wharton-Matagorda Regional Public Defender Office. The assessments will determine if some treatment is needed. Referrals and resources will be secured and given to clients. Going into the community to find resources. Goal of aiding Defendants/Clients so they do not recidivate and return to the criminal justice system.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Meet and do assessments on clients when a referral is made by the assigned attorney.
2. Assessments will be in jail or at the office. The assessments should be completed.
3. Secure an ROI from clients and then get necessary records (school, medical or other)
4. When necessary, prepare full reports for mitigation.
5. Upon completion of assessment determine what if any service would benefit the client. Come up with a treatment plan. Always confer with the attorney assigned to the case.
6. When coming up with a possible plan of action/treatment for the client discuss with the attorney first before going over with the client.
7. Inputting all information into the database. The notes should be very detailed and include where information was located if report includes diagnosis. Also, if the client is prescribed any psychotropic medications or ongoing medications for ongoing medical condition.
8. When appropriate and with permission of the client reach out to family and or other supports for the client.
9. May require some field work.
10. Will require periodic travel to Matagorda County for assessments of clients in jail there or to meet clients. (Mileage paid)
11. Keep the attorney apprised at all times about the status and state of the client.
12. Diligently work to find resources. Be creative. Build rapport with all treatment providers in the area (Texana, Crisis Center, Victory in Jesus)

13. Work closely with probation to help with clients on supervision
14. Be available periodically to attend community events after hours.
15. Keeping the files updated with new records and in proper order. Physical files and electronic files in database should be continuously updated with records and updates on status,
16. Brainstorm and help attorneys with Mitigation.

## **MINIMUM JOB REQUIREMENTS**

### **Education, Experience & Skills**

High school Diploma and Bachelor's Degree in Psychology, Social Work or Social Services field of Study

Master's Degree as Social Work or LPC (highly valued)

Experience working with persons in criminal justice system a high preference

Experience or prior employment that required regular or frequent visits to the jail preferred not required

Experience working with persons diagnosed with a mental illness preferred not required

Bilingual (Spanish)

The ability to work under pressure and demonstrate patience and understanding with upset clients and client family members.

Requires organizing, prioritizing, and demonstrating attention to details and accuracy.

The flexibility to perform a variety of duties, including other duties as assigned

Function as a team member and contribute to a positive, client centered work environment.

Ability to receive and follow instructions furnished in written, oral, diagram, schedule and other formats.

### **Physical Abilities**

#### **Must be able to pass Employment Physical and Drug Screen and Background Check**

Must be able to lift 15-20 pounds (copy paper or box of file folders)

Must have a valid Texas Driver's License

Must be able to drive. Must have reliable transportation.

Wharton County is an Equal Opportunity Employer.