



## GEORGIA PUBLIC DEFENDER COUNCIL

**Working Job Title: Client Services Coordinator**

**Job Title: Social Services Specialist 1**

**Job Code: SSP070**

**Grade: G**

**Salary Minimum: \$ 29,771.59**

**Salary Midpoint: \$39,060.94**

**Salary Maximum: \$48,350.29**

**Description of Duties:** The Client Services Coordinator will provide case management assistance to system-involved individuals in the alleviation of recidivism. Work involves interviewing and assessing clients' needs; developing and recommending services/treatment plans; counseling, coordinating referrals and resources; and developing community partnerships to support services to clients. May serve as a lead worker. Performs other related duties as required.

**Essential Duties and Job Responsibilities:**

- Locate alternatives to incarceration for attorneys to present to the prosecution and courts for consideration in a client's case.
- Act as a client advocate to coordinate required services or to resolve the crisis.
- Identify and conduct interviews with family, friends, employers, and other support system members in the community who can aid in clients' success.
- Facilitate appropriate referrals to community providers for clients prior to sentencing to promote active engagement in services.
- Provide intensive case management services related to identified treatment needs.
- Maintain ongoing communications with public defenders regarding client updates on progress.
- Regularly collect and document data from community partners providing services/resources to clients.
- Perform other relevant duties as assigned.
- This position serves at the pleasure of the Executive Director.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

**The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.**

**ENTRY QUALIFICATIONS:**

Bachelor's degree in a related field from an accredited college or university. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

**AGENCY QUALIFICATIONS:**

- One year of experience in social service case management.
- Experience conducting needs assessments and coordinating referrals to services.
- Possesses a valid Georgia driver's license.
- Demonstrates proficiency in the performance of the essential duties and responsibilities to function in the position effectively.
- Ability to research and review the client's status and living situation to make assessments of needs.
- Ability to build and maintain professional relationships.
- Ability to make sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
- Ability to demonstrate excellent communication and interpersonal skills with diverse populations and groups, including superior written and spoken communication.
- Effectively manages own time to ensure adequate service is provided to all clients.
- Displays a high level of commitment toward work and a high standard of ethical conduct.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**