

**Working Job Title: Social Work Specialist (ARPA Grant-funded)**

**Job Title: Social Services Specialist 2**

**Job Code: SSP071**

**Grade: H**

**Salary:** Commensurate with Experience

**Location:** All GPDC contracted circuits

**Duration:** **Funding is provided for two years after the hire date**

**Grant Funded:** This position is funded through the State of Georgia; funding is apportioned for at least two years of employment after a candidate's hire date.

**Description of Duties:** The Social Work Specialist 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:**

- Act as a client advocate to coordinate required services or to resolve the crisis.
- Educate clients and family members about the criminal process and assists them in overcoming barriers to success.
- Conduct ongoing monitoring and assessment of service delivery for optimum quality and efficiency of service delivery; authorize and recommend adjustments to case plan goals as needed.
- Identify and conduct interviews with family, friends, employers and other support system members in the community who can aid in clients' success.
- Maintain accurate and specific case records/logs in accordance with applicable laws and regulations; document relevant data in computer application systems.
- 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.

- Assist clients and their families with preparation for court appearances; initiate post-court debriefings to reinforce court expectations and to enhance continuity of care with community services.
- Foster new partnerships/connections under the direction of the supervisor for the benefit of all clients.
- Engage in ongoing training and continuing education related to reentry, criminal justice, mental health, provision of trauma-informed care, and other relevant topics.
- Conduct research and present on findings as necessary; maintain client confidentiality.
- Participate in the development/revision of program policies and procedures; advocate for clients at local and statewide meetings; engage in multidisciplinary team meetings as necessary.
- 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.

## **GEORGIA PUBLIC DEFENDER COUNCIL**

- 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**