



GEORGIA PUBLIC DEFENDER COUNCIL

Working Job Title: Social Worker

Job Title: Social Worker, Non-Licensed 1

Job Code: HCP120

Grade: G

Salary Minimum: \$33,042.45

Salary Midpoint: \$42,703.38

Salary Maximum: \$52,364.30

Description of Duties: The Social Worker, Non-Licensed 1, under supervision, provides persons, families, or vulnerable populations with the psychosocial support needed to cope with chronic, acute or terminal illnesses and physical or developmental disabilities. Provides patient education and counseling, advises caregivers, and makes necessary referrals for other social services. Provide client assessments, court advocacy, counseling and referrals, case management, and related social work coordination to support clients. Work involves interviewing and assessing the needs of clients, developing and recommending service/placement plans, counseling, coordinating referrals and resources, and developing community partnerships to support services to clients. Performs other related duties as required.

Essential Functions:

- Acts as a client advocate in order to coordinate required services or to resolve crisis.
- Appears in court for court hearings as required, or is on stand-by, when necessary.
- Educates Public Defender clients and family members about the criminal process and assist them in overcoming barriers to success.
- Counsel clients in individual and group sessions to help them overcome dependencies, recover from illnesses and adjust to life.
- Maintains accurate and specific case records and logs in accordance with applicable laws and regulations, documenting in computer applications as required.
- Organizes support groups or counsels family members to assist them in understanding, dealing with, and supporting the client.
- Provides case management services related to identified treatment needs.
- Provides training to direct care staff in implementing behavior modification techniques and treatment plans.
- Refers client or family to community resources to assist in recovery from mental or physical illness and to provide access to services such as Medicaid, Medicare, Social Security, Housing Authority, SNAP, DFCS, and other programs that will help clients to successfully transition out of jail.
- Engage in ongoing training and continuing education related to reentry, criminal justice, mental health, provision of trauma-informed care, and other relevant topics.
- 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.



GEORGIA PUBLIC DEFENDER COUNCIL

ENTRY QUALIFICATIONS:

- Bachelor's Degree in a related field from an accredited college or university AND Two years of experience in social service delivery

AGENCY QUALIFICATIONS:

- Two years of experience in social service delivery.
- Possesses a valid Georgia driver's license.
- Demonstrates proficiency in the performance of the essential functions and learn, comprehend, and apply all state or departmental policies, practices, and procedures necessary to function in the position effectively.
- 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