

# Office of the State Public Defender Job Description



Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

**Job Title:** Case Manager/Social Worker

**Position Number(s):** 61800134, 00241, 00242, 00325, 00821, 00939, 00945

**Location:** All Regions

**Department:** OPD

**Division and Bureau:** Public Defender Division

**Job Overview:** The Case Manager/Social Worker plays a critical role in achieving our agencies goals by providing case management and social service-related assistance to Public Defender clients. The Case Manager is responsible for interviewing and evaluating the needs of public defender clients for referral to various programs and services such as: substance abuse and mental health programs, vocational training programs, education, housing and employment opportunities, governmental assistance opportunities and other appropriate services. The case manager has passion, commitment, and willingness to work collaboratively with underprivileged populations, Attorneys, and other agencies to ensure that needed services are provided. This collaborative effort involves contact with the courts, community-based organizations, probation officers, health services, education, employment, and mental health agencies.

## **Essential Functions (Major Duties or Responsibilities):**

### **A. Case Management/ Social Services**

**(80%)**

- Responsible for providing various levels of support and social services for clients based on individual needs. Includes finding ways to rehabilitate, prevent future criminal conduct, and promote reconciliation and restitution rather than incarceration.
- Conducts interviews, gathers, and compiles technical information regarding client service needs in order to develop transitional planning, draft mitigation, or dispositional reports.
- Responsible for making referrals to services based on client needs or court recommendations. Includes scheduling, obtaining, or coordinating services and ensuring services are provided to clients.
- Observes client activities and documents information as required by statute or policy.
- Assists and supports clients throughout the application process for services or other aid.
- Prepares oral and written reports, correspondence, or other administrative data as requested.
- Provides case management information to committees, courts, or during meetings; testifies in court as required.

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- Responsible for explaining applicable laws, policies and procedures to clients and ensuring that they understand.
- May transport, accompany, or arrange transportation for clients to service providers or for other meetings and appointments.
- Coaches and assists clients in achieving a variety of goals such as basic instruction, training, or employment goals.
- Makes public presentations on services and programs.
- Provides emergency or crisis services to clients.
- Serves on agency and community committees for social-services projects.

**B. Other Duties as Assigned**

(20%)

- May conduct evaluations/assessments that identify underlying physical or mental impairments, interprets symptoms of impairments to assist the defense in developing case strategies throughout the stages of legal proceedings; LSW or LCSW only.
- May provide field instruction, guidance and supervision to social work interns or practicum students during hours requirements for licensure; LSW or LCSW only.
- Assist with investigations as requested.

**Physical and Environmental Demands:** This position works in an office and court setting and has regular visits with clients in jail, detention centers, and mental health facilities. Requires exposure to potentially stressful situations and occasional travel to attend court, trainings and to provide services to clients.

**Knowledge, Skills and Abilities (Behaviors):**

Required for the first day of work:

- Ability to work effectively with marginalized populations, who are disproportionately impacted by the criminal justice system in Montana.
- Experience in needs assessment and transition planning.
- Ability to analyze, interpret, and critique diagnoses and treatment modalities.
- Ability to understand, and sensitivity to, cultural differences.
- Excellent verbal and written communication skills that is clear and effective.
- Knowledge of available social services and public benefits, and mental health treatment providers within the area.
- Ability to identify the providers and benefits that would be appropriate for promoting a successful outcome based on client's needs.
- Ability to meet the requirements for facility access.
- Self-motivated.
- Ability to remain flexible and comfortable testifying in court.
- Client-oriented and customer service skills.
- Ability to establish and maintain effective working relationships with clients, the public, witnesses, judges/ court personnel, and law enforcement/prosecution personnel.

**Preferred:**

- Degree in social work, clinical psychology or closely related field and licensed for clinical practice (LCSW).

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- Training or experience in Case Management Desired.

**Minimum Qualifications (Education and Experience):**

- High school diploma or equivalent.
- 2-4 years of experience providing social and client centered services or related work experience.
- Other combinations of directly related education and experience may be considered on a case-by-case basis.

**Special Requirements:**

*List any other special required information for this position*

☐ Fingerprint check

☐ Valid driver's license

☒ Background Check

☐ Union Code \_AFSME

☐ Other; Describe:

☒ Safety Responsibilities:

1. Complies with the Department's Safety Program as outlined in its Workplace Safety Policy.
2. Observes all safety rules and applies accident prevention principles while performing duties; and 3.
- Reports all workplace accidents or injuries to the supervisor or designee.

**The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.**

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
Rhonda Lindquist	Director, OPD	10/27/2020
Administrative Review	Title	Date

My signature below indicates that I have read this job description.

Employee	Title	Date
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**Human Resources Review**

**Job Code Title:** Social Services Coordinator **Level:** 2 **Job Code Number:** F12112

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My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☐ Telework Available

☐ Telework Not Available

☒ Classification Complete

☒ Organizational Chart attached

**Human Resources:**

**Signature:** Michael Spatz

**Title:** Human Resource Officer

**Date:** 10/27/2020