

SWIFT Defense of Women Project is Seeking a Social Worker for a grant-funded position

GENERAL DESCRIPTION:

This position is a grant-funded position that starts immediately and lasts through September 30, 2021 (the period of the grant).

The Social Worker Intervention for Trauma-Informed Defense of Women project social worker (hereafter “SWIFT Defense social worker”) will serve five public defender corporations in Kanawha, Boone, Lincoln, Fayette, Raleigh, and Logan counties by receiving referrals of female criminal defendants, assessing the treatment needs of these defendants, and referring them to or arranging for appropriate treatment to address their underlying needs and root causes of criminal justice involvement. The SWIFT Defense social worker will be trained in trauma-informed legal practice, gender-responsive assessments, Adverse Childhood Experiences, and other assessments necessary to perform the duties of the position. For project operations, the SWIFT Defense social worker will operate out of the Kanawha County Public Defender Office (in Charleston). The SWIFT Defense social worker will be required to travel to and work collaboratively with public defenders across the six project counties and will receive referrals of criminally charged women with pending legal cases from the public defenders. Travel to regional jails and treatment programs across the region is also anticipated. Computer-based record keeping and project-specific data entry is a requirement of this position.

DUTIES AND RESPONSIBILITIES:

The functions listed below are those that represent the majority of the time spent working in this job. Additional functions related to the type of work and operations related to the grant position may be added as necessary.

ESSENTIAL FUNCTIONS:

- Assessing female criminal defendants using trauma-informed care skills and gender-responsive assessments (training and tools provided).
- Assessing female criminal defendants for unmet treatment needs and root issues underlying criminal justice involvement.
- Assisting female criminal defendants in identifying strengths, skills, and resources to engage in treatment and meet court requirements.
- Connecting female criminal defendants to appropriate forms of community-based treatment, including medical, vocational, mental health, and substance use programming.
- Engaging female criminal defendants in person, via telephone, through virtual platforms, or at regional jails using trauma-informed care approaches.
- Establishing relationships with community care and treatment providers (including medical care, vocational, FQHCs, substance use, and behavioral health providers) across the region and around the state.
- Tracking data related to referrals, assessment outcomes, intervention successes, treatment referrals, treatment placements, and final disposition.
- Maintaining project logs, defendant contact, defendant assessments, reports, and records in appropriate files and cloud-based database ensuring confidentiality and HIPAA compliance.

- Establishing relationships with regional jail counselors to ensure project coordination, access to and communication with project clients, and continuity of referrals.
- Developing ongoing strategies for project success and project participation in coordination with and based on feedback from the five public defender corporations (in six counties).
- Preparing monthly and/or quarterly reports as requested.
- Participating in public relations events related to the operations and outreach of the grant, as requested.
- Performing related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor or Master's in Social Work preferred; licensure not required but preferred.

Trauma-informed care training preferred.

Experience performing substance use and/or mental health assessments preferred.

One year experience in mental health or related field.

SPECIAL CERTIFICATIONS AND LICENSES:

Valid WV Driver's license, current automotive insurance, and reliable transportation is required.

CORE COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):

Accountability: takes responsibility for own actions.

Adaptability: responds positively to change.

Communications: listens, speaks and/or writes in a clear, concise and respectful manner.

Customer Service: provides courteous, accessible and quality assistance to internal and external customers.

Technical: takes action to accurately enter collected data in a timely manner in a cloud-based system.

Initiative: takes proactive action to complete work or resolve issues.

Judgment and Decision Making: evaluates issues and makes sound factual and clinical decisions.

Professional Development: seeks opportunities to enhance technical skills and job knowledge.

Teamwork and Cooperation: collaborates with others to fulfill the SWIFT Defense project vision, achieve project goals, and strategic objectives.

ADDITIONAL QUALIFICATIONS:

Must have the ability to provide documentation verifying legal work status.

Must be able to use a computer for data collection, data entry, and project-specific record keeping.

Must be able to understand and comply with the SWIFT Defense project guidelines, policies, procedures, timeframes, and expectations as outlined.

Must be able to work as an interdisciplinary team member within a legal office setting.

Must be willing to provide re-engagement opportunities and make repeat referrals for defendants as needed.

This position is grant-funded for one year (anticipated project end date of 9/30/2021). Candidates must be willing to commit to the duration of the project.

Salary is commensurate with experience.

If you are interested in applying for this position, please send cover letter and resume to the attention of Tiwana Mack, Office Manager for the Kanawha County Office of the Public Defender. Resumes can be mailed to the mailing address, 816 Quarrier St., Charleston, 25301, or can be emailed to Tiwana.K.Mack@wvdefender.com on or before November 27, 2020.