

Colorado Public Defender – Class Specification

Class Title: Supervising Social Worker
Class Series: Social Workers
Class Code: R49H25
Reports to: Chief Social Worker or Managing Attorney
Direct Reports: Social Work staff
Range Min/Max: \$5,146 - \$7,719

GENERAL SUMMARY:

This classification describes the first-line supervisor responsible for overseeing the work of a group, unit or team of non-supervisory employees within the social work function. Supervisory responsibilities may include, but are not limited to, assigning work, performance management, modifying and authorizing work procedures and resolution of personnel matters as determined by the Chief Social Worker. Positions have demonstrated an advanced level of skill and experience across a broad variety of assignments involving work of the highest complexity. Positions require effective interpersonal and communications skills (e.g. providing direction and feedback, constructively dealing with conflict), as well as problem-solving. Within the assigned leadership capacity, positions are able to formulate solutions to original problems to guide less experienced staff in handling a broad spectrum of cases or work assignments. Positions assume administrative responsibilities; mentor staff through coaching, developing and training in-house or agency wide; represent the office and agency to clients and external groups as appropriate; and, support and implement the directives of upper management. Positions perform licensed social work practice, frequently in an advanced capacity; however, may be assigned a reduced caseload as deemed necessary by the Chief Social Worker and State Public Defender. This classification is not progressive; positions are allocated based on the business needs as determined by the State Public Defender.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Positions in this class serve as part of the defense team, and as such, are bound by the Colorado Rules of Professional Conduct including rules regarding the attorney-client privilege and client confidentiality. As a member of the defense team, positions gather, review and analyze extensive records and information to assist in identifying mitigating factors in a range of complex and serious cases as assigned.
- Provides direct supervision over a small group or unit of social work staff. Supervisory responsibilities may include: prioritizing and assigning work; ensuring employees are trained; ensuring that employees follow policies and procedures; making hiring, termination and disciplinary recommendations; and, conducting employee performance evaluations and reviews.
- Assists other supervisors and managers in coordinating and monitoring case assignments and daily activities; modifying and authorizing work procedures; providing direction and guidance to effectively manage time, travel and resources; and, resolving personnel matters and conflicts, challenges and disagreements with external representatives.
- Assists the Chief Social Worker and Office Heads in administrative duties such as, serving as a resource or technical expert to other staff in matters regarding social work practice and professional ethics; ensuring compliance and reporting requirements are met in accordance with legislative and juvenile justice commission directives such as, goals of reducing juvenile

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incarceration; filling system wide, State Office needs; and, assisting in related regional office matters.

- Delivers training to social workers and other staff in social work practice in a public defense system and mitigation techniques and methods agency-wide as needed. Serves as a mentor being readily and regularly accessible to assigned social workers.
- Positions in this class are authorized through licensure to practice clinical social work and are able to perform a wide range of social work tasks, including the most complex cases requiring advanced knowledge and experience in social work theory, practice and methods; however, may carry a reduced caseload to accommodate supervisory and administrative tasks. Positions in this classification may be designated as mitigation specialists on cases involving physical or mental health issues requiring clinical assessments and extensive or specialized work in mitigation.
- As a member of the defense team, positions assist in gathering, reviewing and analyzing extensive records and information to assist in identifying mitigating factors in a range of complex and serious cases as assigned. Positions in this class apply advanced skills, knowledge and expertise in identifying the presence of physical or mental health impairments, substance abuse issues, family or other social history patterns that impact behavior and development.
- Serves as a collaborative member of the defense team: Consults with attorneys on the appropriate approach to the case, including any potential ethical issues, to effectively mitigate the case, identify any behavioral health factors, support the client, and identify options for the client short of incarceration.
- Maintains regular and timely communications with attorneys and other members of the defense team to keep apprised as to the status of the case, court dates, social support information, and progress on the case; and, to seek clarification on social work requests in order to to prioritize and complete assigned tasks on the social work request within appropriate timelines.
- Positions are authorized through licensure to provide clinical supervision of licensed social workers (LSW) in clinical practice and interns practicing social work for the purpose of obtaining or maintaining licensure. Facilitates individual and group clinical supervision to review cases and methods applied in clinical assessments, interviews and evaluations to ensure adherence to principles and practices of the profession.
- May mentor and supervise student interns enrolled in a graduate-level social work program. Assists students in learning about the diagnostic categories of mental health and relevant application within the public defense system; provides orientation and training in the social work functions of the office including development of client psychosocial assessments. Conducts regular progress reviews and formal evaluations and provides feedback to students and school staff.
- Participates in intra-agency committees on behavioral health and related issues.
- Frequent travel within and occasionally outside the State of Colorado, including occasional overnight travel.

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- Assists regional offices in social work functions, as assigned.
- Attends meetings and trainings as required.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

Master's degree from an accredited college or university educational program in social work; licensure as a clinical social worker (LCSW) in the State of Colorado; and, experience conducting clinical assessments of mental health disorders, substance abuse, and psychosocial variables affecting behavior and development of juveniles or adults preferably in a public defense system; and, demonstrated experience, skills and training in leading others.

Conditions of Employment:

- Maintain licensure to practice clinical social work in the State of Colorado;
- Valid driver's license and access to a working vehicle.

Knowledge (position requirements at entry):

- Psychosocial variables affecting behavior and development;
- Evidence-based theories, models and practice;
- Knowledge of criminal justice system, legal proceedings and the role of the public defender;
- Professional and constitutional ethics principles and practices including client confidentiality and attorney-client privilege.

Skills (position requirements at entry):

- Leadership skills to effectively mentor, train, develop and guide others; delegate responsibilities; and set an example for other social workers;
- Ability to evaluate performance, provide feedback on performance, and write objective and comprehensive employee evaluations;
- Strong client service focus;
- Ability to comply with rules regarding the attorney-client privilege and client confidentiality;
- Ability to apply theories and principles of clinical social work practice;
- Ability to assess implications of physical, mental health or substance abuse issues on development and behavior;
- Critical thinking within professional contexts;
- Interpersonal skills to establish positive, productive and respectful working relationships with clients, client families and persons of diverse backgrounds;
- Ability to establish effective working relationships with members of the Public Defense system, witnesses, court personnel, mental health experts and others in the medical and mental health community;
- Attention to detail and the ability to process and retain large amounts of information;
- Excellent communication skills, including interviewing, report-writing and giving/receiving direction or feedback;
- Ability to handle emergency or crisis situations and deal calmly and effectively in a highly stressful environment over long periods of time;

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- Proficient in standard software applications such as Microsoft Office Word, Excel, Power Point, internet browsers, e-mail and Adobe Acrobat.

Physical Requirements (*Employees must be able to meet the physical demands of the job, with or without reasonable accommodation.*)

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.

- Talking and hearing;
- Vision to review discovery and records.