



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 24-057 **POSTING DATE*:** FROM: 9/6/24 **TO:** 9/13/24

JOB TITLE: Supervising Social Worker (Criminal Justice) (Promotional) (Pending)

RATE OF PAY: \$79,824/yr

LOCATION: Ontario County Public Defender

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

QUALIFICATIONS:
 County Values: All employees of Ontario County are expected to uphold and exhibit the County’s shared values and behaviors to achieve the County’s Vision and Mission.

MINIMUM QUALIFICATIONS: Candidates must possess Permanent Competitive Status in the position of Social Worker (Criminal Justice) for one (1) year in the Ontario County Public Defender’s Office.

APPLICATION DEADLINE / LAST FILING DATE*: 9/13/24

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

SUPERVISING SOCIAL WORKER (CRIMINAL JUSTICE)

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Possession of current license and registration by the New York State Department of Education as a Licensed Master Social Worker (LMSW) or a Licensed Clinical Social Worker (LCSW) AND two (2) years full-time paid, or its part-time equivalent, experience in social work; OR
2. Possession of a Bachelor's Degree, or higher, in social work, sociology, or psychology AND four (4) years full-time paid, or its part-time equivalent, experience in social work.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work involving responsibility for administering and supervising the social work services in an indigent defense environment working with adult and juvenile clients. The duties require the application of modern social work techniques in conducting psychosocial assessments of clients, reviewing mental health records, assessing client needs, recommending treatment options and facilitating referrals to appropriate agencies. The incumbent will be required to utilize information obtained from clients to assist attorneys in creating defense strategies for the legal disposition of criminal or delinquent cases. This position differs from the, Social Worker (Criminal Justice), in that it involves handling more complex assignments and a broader scope of responsibilities, such as managing the social work staff of the department. The Supervising Social Worker (Criminal Justice) works under the direct supervision of the lead attorney or the first assistant attorney, who may direct, define, or limit the work to be performed. Diagnosis and treatment are not responsibilities of this position. Employees in this class are expected to meet with professionals in agencies in or outside of the community to obtain assistance and guidance for clients. Supervision is exercised over social work staff of the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises social work staff including performance evaluations, approves overtime and vacation requests, staff meetings, etc.;

Supervises, coordinates, monitors, and trains social work staff as required to perform their job duties;

Attends trainings and professional development to stay abreast of advances in social work, counseling, and treatment;

Requests and reviews treatment records and contacts providers for treatment updates as needed;

Conducts jail/prison visits;

Attends court conference and treatment court staffing meetings;

Conducts evidence based psychosocial evaluations to assess and identify physical and/or mental health impairments or needs, substance abuse, family background or other social history patterns that may impact a legal defense;

SUPERVISING SOCIAL WORKER (CRIMINAL JUSTICE)

TYPICAL WORK ACTIVITIES: (Illustrative Only) (Continued)

- Investigates and documents an individual's family, medical, mental health, social, educational, employment, and forensic histories;
- Collaborates with treatment courts, probation/parole, court personnel, social service agencies and other service providers to establish treatment and services for clients during the defense of the case and beyond;
- Coordinates client referrals to Treatment Courts and other services, including psychosocial and psychiatric expert evaluations as needed;
- Refers clients to other community and governmental agencies to assist clients with finances, childcare, housing, treatment, etc.;
- Reviews, catalogues, and presents to staff attorney information contained in the medical, mental health, substance abuse and school records for the attorney's use;
- Prepares written advocacy documents to the courts and/or Prosecutor to assist attorneys with mitigating dispositions and sentences of clients;
- Consult with attorney regarding clients' needs and issues and strategize how best to address clients' needs and improve case outcome;
- Regularly appear in court with attorneys to assist in defense of clients;
- Assesses incarcerated clients to develop a reentry transition plan into the community;
- Works with clients' post-release to navigate services and ensure reentry plans are successfully executed;
- Provides written alternative disposition recommendations to the court and testifies regarding the client's ability to engage in custody programs and services and achieve reentry success.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures of social work and of the social factors affecting legal defense; good knowledge of mental health assessment and treatment services; good knowledge of modern principles and practices of social work; knowledge of the criminal justice process; knowledge of social problems and social justice within the legal system; skill in preparing assessment reports and legal documents; ability to plan and coordinate physical and mental health services; ability to communicate effectively in English under stressful situations; ability to interpret federal, state, and local laws affecting medical and health programs; ability to organize work; ability to plan, direct and supervise the work of others; ability to work as part of a team and assume a leadership role; sensitivity to the reactions of others; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

APPROVED: AUGUST 14, 2024

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTION: PUBLIC DEFENDER

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES