



Social Worker
Public Defender's Office

PDO/
Pay Grade: 18

JOB SUMMARY

This position assists clients with mental health issues, and works closely with individuals who have cases in the court system, providing assistance as directed by the Public Defender.

MAJOR DUTIES

- Provides social services as a mental health professional to clients serviced by the Public Defender's Office;
- Links clients to services in the community and refers to the appropriate service, and assists clients with obtaining benefits;
- Obtains, reviews, and compiles mitigating information and verifies the information;
- Assists clients in obtaining employment; complies with terms of release (both bond and probation); facilitates prompt release from detention after case resolution or posting bond; finding housing, and facilitate contact with SSI payees, or the establishment of an SSI payee for clients;
- Obtains, reviews, and audits clients' medical, mental health, school, developmental, and employment records;
- Provides referrals and links to community mental health providers for individuals with mental health and intellectual disability diagnosis;
- Assists clients released from County detention facilities with receiving medications;
- Reviews and assigns requests from attorneys for social worker's to assist with client cases;
- Ensures work is performed timely;
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of mental health principles and practices, child and adult psychopathology, effective interviewing techniques, and family systems.

- Knowledge of Criminal Code and Family Code Statutes, legal precedents, and an understanding of the many issues – legal, social, familial, and cultural involved in consequences of criminal cases.
- Have strong assessment and counseling background; individual and group therapy methods and practices.
- Knowledge of office practices and procedures.
- Knowledge of use and care of office equipment.
- Knowledge of use of computer and office software.
- Knowledge of English usage, grammar, punctuation and spelling.

SKILL / ABILITY

Must be able to work in a forensic social work setting; prepare clear and concise reports; make sound decisions; develop, establish and maintain filing systems; independently plan and complete information; communicate effectively, both orally and in writing; and establish and maintain cooperative and effective relationships with those contacted during the course of work; speak effectively in English and in Spanish.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports and observation of department activities.

GUIDELINES

Guidelines include knowledge of grant requirements, local, state, and federal laws; the Code of Criminal Procedure; and department and county policies and procedures. These guidelines require judgement, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied assessment of client's mental health needs as well as any other social service needs. Work also consists of working with team of attorneys and investigators in the Public Defender's Office.
- The purpose of this position is to provide assistance to clients with mental health issues.

CONTACTS

- Contacts are typically with clients who have mental health issues, co-workers, other county employees, attorneys, law enforcement personnel, victims, witnesses, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping or walking.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has no functional supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Must have a Bachelor’s degree in Social Work, or related field from an accredited university or college with at least two (2) years full time experience in social work; with one (1) year in a mental health setting and case management experience.
- Must be licensed as a social worker in the State of Texas.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is not covered* under Civil Service; and all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date