

Erie County Assigned Counsel Job Position

Job Title:	Criminal Court Social Worker	Job Category:	Experience required.
Department/Group:	Social Work Program	Supervised by:	Supervisor
Location:	HYBRID: Three days in The Assigned Counsel Program 403 Main Street Suite 215 Buffalo, NY 14203, and two days remote.	Travel Required:	Some travel may be required.
Level/Salary Range:	Salaried: \$60,000-\$65,000 Mid- Level Position	Position Type:	Full Time- 40 hrs. per week. Paid one hour lunch included.
HR Contact:	Katie Hartung	Date Posted:	
External Posting URL:		Posting Expires:	
Internal Posting URL:			
Applications Accepted By:			

PLEASE EMAIL A COMPLETE COVER LETTER, RESUME, AND UNOFFICIAL (MSW) TRANSCRIPT TO:

Katie Hartung, HR Specialist

khartung@assigned.org

Subject Line: Social Worker Position

ALL APPLICANTS MUST BE A LICENSED MASTER SOCIAL WORKER (LMSW)

ROLE AND RESPONSIBILITIES

This is a social work position that will work directly in Criminal Defense Program as a service coordinator. The program is an innovative holistic defense model and holds the objective to stop mass incarceration and prevent recidivism. An experienced social worker is needed to work with a diverse population and provide the following duties.

- Maintains an appropriate caseload to ensure effective facilitation of appropriate services and referrals to places, which not only ensures best outcomes for clients, but complies with court expectations.
- Performs intake and assesses outcomes with referring attorney.
- Provides written reports to attorneys and court staff where directed
- Refers clients to appropriate agencies based on client/court need.
- Abides by the NASW Code of Ethics
- Communicates with other providers when directed to tract client progress
- Maintains weekly case notes and tracks of the number of services performed during a week with clients through an electronic platform.
- Reports to their Supervisor once a week for case conferences and guidance
- Remains HIPAA compliant with client documentation.
- Performs other duties requested by Supervisor or Program Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

An applicant must be a Licensed Master of Social Work (LMSW). At least two years' experience with the courts system and/or the criminal justice system. Internships and volunteer work will be considered as experience for the court system and/ or the criminal justice system. Familiarity and connection with Erie County community resources is desirable.

PREFERRED SKILLS

- Advanced skills in Microsoft Word, Microsoft Excel, and Microsoft Outlook.
- Excellent Communication and writing skills.
- Positive attitude.
- Knowledge of local resources for clients for mental health, housing, clothing, financial planning, jobs, and many other needs.
- Bilingual applicants are encouraged to apply.

ADDITIONAL NOTES

- This position will not fulfill clinical hours to obtain a clinical social work license.
- The agency will cover the cost for all CEUs for the social worker's license to be maintained.
- This is not a county position but is a non-profit position.
- This agency offers competitive pay and excellent benefits.
- We are an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time