


# Vacancy Notice

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Program Manager (Chief of Social Work Program)</u>		CLASSIFICATION CODE: <u>00423900</u>	
	SALARY RANGE: <u>68921-77944</u>		REFERENCE POSITION NO.: <u>00233 / Grade 828</u>	
	Department or Agency Name: <u>Public Defender</u>		APPLICATION PERIOD: <u>06/29/22-07/10/22</u>	
	Division/Section/Unit: _____		(includes grace period)	
	Assignment(s) / Comments: _____			
	Shift and Days: <u>Monday - Friday 1st Shift</u>		Job Location: <u>Providence / statewide as needed</u>	
	Restrictions/Limitations: <u>NONE</u>			
	Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u>			
	Name of Bargaining Unit Union: <u>NA</u>			
	There is ___ is not <u>X</u> a Civil Service List for this position		<b>See A/B or Both for Specific Instructions</b>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.				
General Information to Candidate	<b>INSTRUCTIONS:</b>			
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	<b>Most Important</b> - Please include the following information:			
	• The title of the position for which you are applying		• Name of department where you are currently employed	
	• Title of your present position and date you entered it		• Your business telephone number	
	• Date you entered State service		• Present Union Affiliations	
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>			
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>			
<b>Reasonable Accommodations:</b>				
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.				
<b>Medical Information:</b>				
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>			
	See Job Description			
Minimum Education &	<b>A</b>			
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)			
	<b>Education:</b> Such as may have been gained through: <b>or Experience:</b> Such as may have been gained through:			
	<b>Special Requirement:</b>			
	SEE ATTACHED JOB DESCRIPTION.			
	<b>PLEASE SEND RESUME TO AAMARAL@RIPD.ORG.</b>			
Where to	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>			
	Lara Montecalvo Public Defender		Telephone #: <u>222-3492</u>	
	OFFICE OF THE PUBLIC DEFENDER		Fax #: <u>222-3287</u>	
	160 PINE STREET		TTY/TDD #: _____	
	PROVIDENCE, RI 02903		(Telecommunication Device for the Deaf)	
				



**DEPARTMENT OF THE PUBLIC DEFENDER  
JOB DESCRIPTION  
Program Manager  
(Chief of the Social Work Program)**

**Title:** Program Manager

**Reports to:** Public Defender

**Responsibilities:** The Program Manager oversees all aspects of the Public Defender's Social Services Unit, including program management, supervision and personnel management of the Social Services Unit, as well as providing direct services and maintaining a case load of clients.

*Program Management:*

Overall Supervision of the Unit: The Program Manager will ensure that the Social Services Unit provides core services to calendar attorneys who request evaluation of client treatment needs. Typically these referrals are for clients in need of services for substance abuse, mental illness and/or developmental disability. Caseworkers, based upon consultation with the client and attorney (and sometimes the presiding judge), will provide referrals and resources and if needed facilitate entry into an appropriate treatment program.

Case Assignment & Case Information Flow: The Program Manager is responsible for case assignment within the unit to ensure an equitable distribution of case loads. The Program Manager will also develop or monitor protocols/policies for updating case files with notes or memos to file concerning case status needed by calendar attorneys for court.

Case Management: The Program Manager will also be responsible for managing their own cases and maintaining a caseload. Responsibilities will be equal to the rest of the staff managing cases and information will be conveyed to attorneys and judges when appropriate.

Program Evaluation & Reporting: The Program Manager will collect and analyze data related to the operation of the Social Services Unit. Data and draft reports will be prepared by the Program Manager and presented to the Deputy Public Defender and the Public Defender.

Outreach & Coalition Building: The Program Manager will meet regularly with personnel from other agencies and disciplines, including but not limited to corrections, mental health and substance abuse agencies, and other service providers in order to obtain services on behalf of clients. Caseworkers will be scheduled to visit respective programs to monitor a client's progress and address any concerns/questions the client might have.

Mitigation Reports: The Program Manager will prepare capital and non-capital mitigation reports when referred by the respective trial attorney. The Program Manager will also assign reports to qualified staff. The reports are to be presented to the presiding judge, attorney general, and staff attorney providing a complete and comprehensive background of the client while utilizing creative presentation and writing skills.

### *Supervision and Personnel Management:*

Assignment & Evaluation of Caseworkers: The Program Manager assigns caseworkers within the office subject to the approval of the Public Defender. The Program Manager will coordinate allocation of duties among the caseworkers and ensure essential day to day coverage. This will include coverage of the arraignment courtrooms in Providence/Kent counties and also Courtroom #14 in Providence Superior Court to provide triage services to clients being arraigned. The Program Manager will evaluate assignments and reassignments and periodically report to the Public Defender concerning the assignment of personnel. Supervision will be conducted through weekly staff meetings and individual supervision as needed. The Program Manager will also develop a period, regular personnel evaluation and report the results to the Public Defender.

Training & Personnel Development: The Program Manager will periodically arrange and provide in-service training opportunities to caseworkers. The Program Manager will foster opportunity for personnel development. The Program Manager will provide training for other staff of the Department of the Public Defender, as deemed appropriate by the Public Defender.

Dispute/Grievance Resolution: The Program Manager shall hear and resolve any disputes related to the job performance of caseworkers. The Program Manager has the authority to counsel caseworkers, or for just cause, issue an oral or written reprimand to caseworkers and shall report any issue which results in counseling or reprimand to the Public Defender.

Hiring of Caseworkers: The Program Manager will recruit, screen and initially interview applicants, as well as make hiring recommendations. It is the responsibility of the Program Manager to provide initial training to any new staff.

### **Minimum Requirements for the Position:**

Masters of Social Work, or comparable degree, and four years work experience in a related field. Prior supervisory experience strongly preferred. Ability to pass criminal background check required for entry into court and correctional settings.

### **Knowledge, Skills, and Capacities:**

The Program Manager must possess: a thorough knowledge of social casework and behavioral health principles, practices, and techniques and the ability to apply these principles effectively; a thorough knowledge of individual physical, emotional, and behavioral patterns as well as the social, cultural, ethnic, and economic factors that contribute to personal maladjustment and maladaptive behaviors; a thorough knowledge of resources in the community offering specialized services to people of low-socioeconomic status and people with a history of criminal legal involvement and/or incarceration; the ability to establish and maintain effective relationships with individuals and groups within and outside the agency; and basic computer skills, word processing, and related capacities and abilities.