

Vacancy Notice

CS-376

REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION:	Social Services Caseworker	CLASSIFICATION CODE:	00793500
	SALARY RANGE:	63501-73601	REFERENCE POSITION NO.:	Grade 5021/00182
	Department or Agency Name	Public Defender	APPLICATION PERIOD:	
	Division/Section/Unit			(includes grace period)
	Assignment(s) / Comments :	Leave to Protect Status expires 03/07/2026		
	Shift and Days:	Monday - Friday 1st Shift	Job Location:	Providence / statewide as needed
	Restrictions/Limitations:	NONE		
	Position Covered By Collective Bargaining Union Agreement	Yes	x	No
	Name of Bargaining Unit Union:	Local 808 (Liuna)		
	There is ___ is not ___X___ a Civil Service List for this position	See A/B or Both for Specific Instructions		
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.				
General Information to Candidate	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: 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.			
	Most Important - 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	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	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.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:			
• Reasonable Accommodations:				
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.				
• Medical Information:				
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	DUTIES / RESPONSIBILITIES:			
	See attached job description Please submit a narrative writing sample that demonstrates your ability to write a professional, persuasive report. Samples may come from social work courses, social services, English, psychology, or other related coursework.			
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)			
	Education: Such as may have been gained through: or Experience: Such as may have been gained through:			
	Special Requirement:			
	SEE ATTACHED JOB DESCRIPTION.			
	PLEASE SEND COVER LETTER, RESUME AND WRITING SAMPLE TO CAREERS@RIPD.ORG			
Minimum Education & Statement	Apply within the application period as shown on this announcement. NOTE: 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. SEND RESUME			
	or CS-14 Application to: CAREERS@RIPD.ORG			
	COLIN GEISELMAN, PUBLIC DEFENDER			
	OFFICE OF THE PUBLIC DEFENDER			
	160 PINE STREET			
	PROVIDENCE, RI 02903			
	Telephone #:		222-3492	
	Fax #:		222-3287	
	TTY/TDD #:			
	(Telecommunication Device for the Deaf)			
Where to				



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**DEPARTMENT OF THE PUBLIC DEFENDER
JOB DESCRIPTION**

Social Caseworker

Title: Social Caseworker

Reports to: Social Casework Supervisor

Pay Grade 5021 63501-73601

General Statement of Duties: The Social Caseworker is responsible for preparing bail release and dispositional plans for the calendar attorneys with whom they work with. This includes clinical assessment, treatment recommendation, case management, mitigation, and maintaining a network of treatment referrals for clients.

Clinical Assessment and Treatment Recommendation:

Interview clients in the community, cellblock, or at the Adult Correctional Institutions as needed as part of a clinical screening and assessment process. Recommend and develop treatment plans for bail release or long-term dispositional planning. Update case files regularly and prior to court dates with notes/memo to file concerning status of the case.

Case Management:

The Social Caseworker will arrange and coordinate treatment for clients as requested by the Public Defender attorney(s) with whom they work. Public Defender attorneys may require presentation of a bail release plan for a client who is awaiting trial or formulation of a dispositional plan for a sentenced client in need of services.

This typically includes, but is not limited to, interviewing client and assessing them for appropriate treatment, contacting treatment personnel to arrange admission into treatment, and arranging transportation to treatment. The caseworker may also need to verify clients' status in treatment for review dates set by the court. The Social Caseworker must also maintain a network of service providers with whom they will work to find appropriate services for Public Defender clients.

Mitigation

Social Caseworker will assist Public Defender attorneys with mitigation. This includes, but is not limited to, interviewing clients, gathering records, speaking with social supports, family, and employers, and report writing.

Program Statistics:

The Social Caseworker will also provide program statistics to the Social Casework Supervisor on a timely basis as they require. The Social Casework Supervisor will supply a standard form for the purpose of this data collection.

Knowledge, Skills, and Capacities: 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. Basic computer skills, word processing, and related capacities and abilities.

Minimum Requirements for the Position:

Education: Such as may have been gained through possession of a bachelor's degree from an accredited institution of higher education in sociology, psychology, social work, child development, or a related field; And

Experience: Such as may have been gained through two years' experience in the field of behavioral health and/or criminal justice.

Proficiency in Spanish is a strong plus.

Ability to pass criminal background check required for entry into court and correctional settings.