

Erie County Assigned Counsel Job Position

LEAD Program

Job Title:	Criminal Court Social Worker	Job Category:	Experience required.
Department/Group:	LEAD Social Work Program	Supervised by:	LEAD 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 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: LEAD 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 the Liberating and Empowering All Defendants Program (LEAD). 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 large volume of clients and provide the following duties.

- Maintains an appropriate caseload to ensure effective facilitation of appropriate services and referrals to places, which not only ensure 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.
- 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:	Kevin Stadelmaier	Date:	1/31/24
Approved By:	Michelle Parker	Date:	1/31/24
Last Updated By:	Edwards/Stadelmaier/Parker	Date/Time:	1/31/24

