

## Erie County Assigned Counsel Job Position

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|----------------------------------|-----------------------------------------------------------------------|-------------------------|---------------------------------------------------------------|
| <b>Job Title:</b>                | Criminal Court Social Worker                                          | <b>Job Category:</b>    | Exempt                                                        |
| <b>Department/Group:</b>         | Social Work Program                                                   | <b>Supervised by:</b>   | Supervisor/ program director                                  |
| <b>Location:</b>                 | 403 Main Street Suite 215 Buffalo, NY 14203                           | <b>Travel Required:</b> | Some travel may be required.                                  |
| <b>Level/Salary Range:</b>       | Salaried: \$60,500- \$70,314<br>Mid- Level Position<br>Non-negotiable | <b>Position Type:</b>   | Full Time- 40 hrs. per week.<br>Paid one hour lunch included. |
| <b>HR Contact:</b>               | Katie Szematowicz                                                     | <b>Date Posted:</b>     |                                                               |
| <b>External Posting URL:</b>     |                                                                       | <b>Posting Expires:</b> |                                                               |
| <b>Internal Posting URL:</b>     |                                                                       |                         |                                                               |
| <b>Applications Accepted By:</b> |                                                                       |                         |                                                               |

**PLEASE EMAIL A COMPLETE COVER LETTER & RESUME**

**Katie Szematowicz, HR Specialist**

[khartung@assigned.org](mailto:khartung@assigned.org)

**Subject Line: Social Worker Position**

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

### ROLE AND RESPONSIBILITIES

- Collaborate with Criminal Court panel members/ investigators on an interdisciplinary team to coordinate services for ongoing court matters.
- Implement trauma informed care principles into holistic service delivery model in conjunction with program leadership team that impacts trauma informed service delivery to clients.
- Maintain frequent and consistent communication with supporting documentation with the referring attorney to discuss case progress, client engagement and strategic legal plans.
- Facilitate referrals to appropriate services to support client compliance with court that promote optimal outcomes.
- Assist clients in accessing mental health and substance abuse treatment, housing, transportation and other critical services that may arise to successfully affect the disposition of court case.
- Obtain client release forms to access information from service providers on behalf of the client and the attorney.
- Prepare monthly attorney reports, document client progress, maintain best practices to promote client engagement.
- Respond to emergency situations/ crisis by conducting rapid risk assessments and developing safety plans to ensure client wellbeing.
- Complete comprehensive intake with client to identify needs and barriers to court obligations.
- Enroll clients in public benefits/ resources to increase income.
- Facilitate communication between client and attorney.
- Maintains an appropriately high 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.
- Communicates with other providers when directed to tract client progress
- Maintains weekly case notes and tracks of the number of services performed during the week with clients through an electronic platform.
- Reports to their Supervisor once a week for guidance
- Remains HIPAA compliant with client documentation.
- Abides by the NASW Code of Ethics
- 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 3-5 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. Possession of a valid New York State Drivers's License.

**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.

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| Reviewed By:     | Holly Edwards | Date:      | 1/27/2026 |
| Approved By:     | Michael Mohun | Date:      | 6/30/2026 |
| Last Updated By: | Michael Mohun | Date/Time: | 6/30/2026 |