

GENESEE COUNTY

CASE MANAGER - PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs case management activities for clients in need of Public Defender intervention. The duties involve the responsibility of identifying alternatives to incarceration and the prevention of repeat offender status. The incumbent works under the general directions of the Public Defender with input and approval from individual attorneys. Supervision is not normally a function of this position, but the incumbent may be required to supervise a small number of subordinate staff. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Identifies incarcerated clients in need of case management services by completing initial intake and assessment forms;
Interviews incarcerated clients for public defender eligibility;
Follows-up with specified assessment needs by linking clients with necessary providers, assisting them in gaining access to needed medical, psychiatric, substance abuse, and other related services;
Provides case management assessment and services for all clients at request of attorneys;
Monitors jail population and explores resources for reduction in jail population;
Participates in treatment courts, monitoring and advocating for Public Defender clients;
Fosters good relationships through written and verbal communications with clients, families, and community agencies;
Prepares court reports, such as status updates, sentencing memorandum, advocacy and service coordination with the New York State Division of Parole, County, Family and Justice Courts.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR

PERSONAL CHARACTERISTICS: Good knowledge of case management techniques; good knowledge of the problems of substance abuse and mental illness; good knowledge of human behavior; good knowledge of counseling and crises intervention techniques; working knowledge of the judicial system; ability to relate well with people; ability to deal confidently with other service providers; tact and courtesy; integrity; good judgment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, drive a motor vehicle, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and make visual observations of clients.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Master's Degree in the Human Services field*;

OR:

- B. Possession of a Bachelor's Degree in the Human Services field* and two (2) years of full-time paid experience in providing direct services to substance abusers or addicted individuals and/or in linking such individuals or mentally disabled patients/clients to a broad range of services essential to successfully living in a community setting, (e.g. medical, psychiatric, social, education, legal, housing and financial services).

OR:

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MINIMUM QUALIFICATIONS, Cont'd:

- C. Possession of a Bachelor's Degree in the Human Services field* and certification as a New York State credentialed Alcoholism and Substance Abuse Counselor, and one (1) year of full-time paid experience as defined in (B) above.

*For purposes of qualifying for this title a "Human Service Field" includes Social Work, Psychology, Education, Counseling, Community Mental Health, and Criminal Justice.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate valid New York State Driver's License.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Adopted 6/26/03

Revised 3/4/04, 3/31/16, 11/27/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.