



Posting Date:	11/2/18	Closing Date:	11/30/18
Practice:	Criminal Defense	Department/Unit:	
Main Location:	12-46 Queens Blvd., Kew Gardens	Assigned location:	
Job Title:	Assistant Social Work Supervisor	Job Reference Code:	18-269
Reports to:	Timothy Rountree, Attorney-in-Charge, and David Fritz, Social Work Supervisor		
Type: (check one)	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Hrs/wk (PT only)
Status: (check one)	<input type="checkbox"/> ALAA	<input type="checkbox"/> 1199	<input checked="" type="checkbox"/> Non-Union

MAJOR PURPOSE OF POSITION

The Legal Aid Society's Criminal Defense Practice has an opening for a full-time Assistant Social Work Supervisor for its Queens office. The Assistant Social Work Supervisor will assist the Social Work Supervisor in the management of the social work practice in the borough office. The Assistant Social Work Supervisor will have an active role in evaluating current social work practice and developing new protocols and strategies to respond to changing needs. Applicants should have a demonstrated commitment to interdisciplinary practice and decision-making, prior supervisory responsibility and substantive experience in working with adults in the criminal justice system.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Provide individual social work supervision to assigned staff
- Create and support new approaches to meeting staff and client needs
- Monitor social work practice and caseloads
- Participate in decisions regarding allocation of social work resources
- Ensure accountability and maintenance of practice standards
- Identify and create opportunities for staff development
- Provide emergency office and case coverage
- Initiate and coordinate special projects
- Provide in-service training and case consultation
- Conduct case reviews and performance evaluations
- Participate in staffing and personnel decisions
- Maintain small caseload
- Help develop and implement procedures and policies
- Participate in supervisory and management meetings
- Represent the Practice at external meetings and conferences

SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

TRAINING AND QUALIFICATIONS

- MSW degree
- NYS License in Social Work (LMSW or LCSW)
- Three years related experience
- Knowledge of criminal justice, mental health, and substance abuse delivery systems
- Demonstrated skills in advocacy, mediation, and interviewing
- Supervisory experience (may include supervision of staff, volunteers or students)
- Ability to work in a team setting
- Excellent verbal, written, interpersonal, and advocacy skills

- Prior work history with CDP preferred

OUR COMMITMENT TO DIVERSITY AND INCLUSION

The leadership of The Legal Aid Society is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

HOW TO APPLY

You must apply online at the [LAS Recruitment Portal](#). The Legal Aid Society is reducing its carbon footprint and therefore paper applications are not accepted. Only PDF documents will be accepted. If your document is not a PDF, your application will not be processed. Applications submitted without all the required materials will not be processed.

The Legal Aid Society is an Equal Opportunity Employer – women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.

For technical difficulties or questions regarding this posting, please email jobpostquestions@legal-aid.org.



Posting Date:	11/2/18	Closing Date:	11/30/18
Practice:	Criminal Defense	Department/Unit:	
Main Location:	120-46 Queens Blvd.	Assigned location:	
Job Title:	Forensic Social Worker	Job Reference Code:	18-231
Reports to:	David Fritz, Social Work Supervisor, Queens Office		
Type: (check one)	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Hrs/wk (PT only)
Status: (check one)	<input type="checkbox"/> ALAA	<input checked="" type="checkbox"/> 1199	<input type="checkbox"/> Non-Union

MAJOR PURPOSE OF POSITION

The Criminal Defense Practice is seeking a Forensic Social Worker (FSW) to provide client services in its Queens office. While working closely with the Criminal Defense attorneys, the Forensic Social Worker's primary role is to interview clients and any collateral contacts with the goal of gathering a life history to highlight mitigating circumstances such as mental illness, drug addiction, trauma and/or chronic poverty leading to a client's involvement in the criminal justice system. The FSW then advocates for an alternative to detention, an alternative to incarceration, or a lesser sentence, based on mitigating factors. The FSW evaluates clients and recommends a treatment program. The FSW fills out necessary paperwork and provides supporting documents to facilitate a client's interview with a program and/or to assure a client's acceptance into a program. The FSW educates the client about treatment options, offers crisis intervention, and provides short term counseling. The FSW provides essential information to attorneys about clients.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Interview clients, performing thorough bio-psycho-social assessments; crisis intervention, brief treatment, or short term counseling may also be performed
- Identify and interview collateral sources of information such as family members, friends, teachers, social workers, community members, and others connected to the client
- Request, review, and analyze life history records (school, medical, psychiatric) in order to document specific arguments within written reports
- Develop casework plans in conjunction with the attorneys, develop alternative sentencing plans, and provide advocacy in court
- Assess a client's readiness for treatment and make referrals to substance abuse treatment, domestic violence services, mental health counseling, etc.

SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

TRAINING AND QUALIFICATIONS

- Candidates must have an MSW degree and New York State certification in social work (LMSW)
- Strong diagnostic skills and experience working with individuals with the following special needs: MICA, physical illness and disabilities, mental illness, intellectual disabilities, developmental delays, and histories of substance abuse
- Ability to interact professionally with judges, district attorneys, and correctional personnel
- Ability to negotiate with community-based treatment centers
- Excellent writing, verbal, organization, and computer skills
- Ability to work within a team model

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