Jefferson County Public Defender's Office

THE JEFFERSON COUNTY PUBLIC DEFENDER'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER. We encourage all qualified applicants to apply without regard to age, color, national origin, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression.

SOCIAL SERVICES COORDINATOR

The Jefferson County Public Defender (JCPD) seeks applications for the position of Social Services Coordinator for the Birmingham Division to join an interdisciplinary criminal defense legal team. The ideal candidate should have a demonstrated dedication to indigent defense, the ability to work independently managing an active caseload and the ability to foster community relationships for the benefit of our indigent clients. All skills must be completed simultaneously working with a team of dedicated Public Defenders focused on holistic, client-centered representation. Our office is committed to seeking and sustaining a culturally and ethnically diverse working environment. We are an office of 40+ attorneys and a complete array of administrative support staff, investigators and social service workers. We firmly believe that continuing to build a diverse staff with expertise and interest in serving our indigent clientele who come to us with diverse needs, backgrounds and ethnicities and abilities will yield better results for our clients and our office.

Coordinators are not permitted to engage in the private practice of any related interdisciplinary field or to provide litigation assistance to third party entities. Coordinators in the office may not engage in employment outside of the office without the express permission of the Public Defender.

The Jefferson County Public Defender's Office is located at 950 22nd Ave. North, Birmingham, AL 35203. This is a full-time position, work hours are generally 8:00am – 5:00pm, Monday – Friday. Occasional evening and weekend hours may be required when needed.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- Minimum Bachelor's degree in Social Work, Counseling or equivalent discipline (strongly preferred), OR you have extensive relevant professional experience;
- Two years of demonstrated experience in the practice of social work, or equivalent discipline, which could include internships or jobs focused on:
    - O Competent case management and/or
    - o Providing direct services to clients
- Familiarity with the local social service delivery system (preferred);
- Significant case management and crisis intervention skills and experience;
- Strong documentation skills;
- Strong clinical skills;
- Strong written and verbal communication skills;

- The ability to garner community support by building strong working relationships with the courts, correctional facilities, government, community-based organizations and the private bar;
- Demonstrated commitment to zealous and comprehensive public defense and/or other public interest work;
- Demonstrated commitment to advancing and defending indigent defendants and willingness to support JCPD's mission, vision, and values;
- Deep experience and commitment to justice, equity, diversity and inclusion;
- Advanced understanding of the dynamics of the indigent community, the etiology and treatment of trauma, mental health conditions, and substance abuse conditions and the skills to support goals related to those areas;
- Ability to work sensitively with the indigent community;
- Ability to manage stress, handle a large caseload and work in a fast-paced environment;
- Demonstrated ability to develop supportive relationships with clients;
- Strong ability to work independently;
- Excellent writing, communication, interpersonal and organizational skills;
- You are proficient in the use of web-based software, MS Word, and MS Excel;
- You have a valid driver license;
- Effective mentoring and supervisory skills.

RESPONSIBILITIES:

- Work with legal staff in an interdisciplinary manner to assess client needs;
- Work with legal staff in case assessment, strategy and management of services;
- Provide JCPD clients with information, coordination, and appropriate referrals to address various needs, including substance abuse services, mental health services, health services, housing, counseling, education, employment, public benefits, and sentencing advocacy;
- Maintain an ongoing caseload of clients with exceptional needs;
- Provide technical assistance to JCPD staff, as needed, and coordinate and maintain an internal community resource library for JCPD legal staff and clients;
- Engage in outreach and community education in the interdisciplinary area of social work;
- Conduct outreach with social service providers to develop relationships so JCPD clients can better access social services from these agencies;
- Perform administrative tasks related to grant reporting and other requirements;
- Recruit and oversee social work or interdisciplinary social services team interns;
- Participate in JCPD's development efforts;
- Perform other tasks as required and directed by supervisory staff;
- Continuously seek professional development through trainings, continuing legal education and trial skills courses.

COMPENSATION AND BENEFITS

Salary: TBD

Employees of the Jefferson County Public Defender's Office receive State of Alabama Employee benefits including:

- Paid sick leave;
- 13 paid holidays;
- Paid annual leave;
- Subsidized employee health insurance, with optional family coverage;
- Flexible employee benefits; and
- Retirement plan.

Interested applicants should send a resume and cover letter to careers@jeffcodefender.org.

Positions within the Jefferson County Public Defender's Office are at-will and not subject to the State of Alabama's Merit System.

The deadline to apply is Friday, August 9, 2019 at 5:00pm CST.

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