

ASSISTANT DIRECTOR CLIENT BASED ADVOCATE

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Client Based Advocate/Director or Program Services in performing advocacy services and other work related to developing and operating a program which develops alternatives to pretrial detention and incarcerated sentences. The work is performed under the direct supervision of the Client Based Advocate/Director of Program Services, with some leeway allowed for the use of independent judgment. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives referrals from attorneys for clients of the Broome County Public Defender's Office who may be in need of additional services;

Works with attorney's, investigators, and staff to how best meet the needs of the client and provide holistic defense;

Works with the Client Based Advocate/Director of Program Services to facilitate coordination of care for selected defendants as alternatives to pretrial detention and post-conviction incarceration;

Works with defense attorneys to formulate a release plan for incarcerated clients;

Maintains contact with defendants to ensure that they appear in court as required;

Prepares mitigation and/or treatment evaluations for non-incarcerated individuals;

Consults and strategizes how best to address client needs to improve overall well-being and advocates for positive outcomes;

Manages walk-in crisis situations and assesses clients to identify and address immediate to connect them with appropriate community resources for all levels of care;

Represents the program by attending various meetings;

Builds professional relationships with other community providers, and maintains up-to-date knowledge on community resources and relevant events;

Obtains, reviews, and catalogues information contained within treatment to assist with mitigation;

Serves as a liaison between the Public Defender's Office and various municipal police agencies;

Assists the attorneys in preparation of cases for trial and attends court when necessary;

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Prepares and maintains reports for each case describing all steps taken, visits made, persons questioned, and facts established;

Organizes and maintains a variety of data collections and documentation to ensure all requests are addressed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the terminology and best practices used in the fields of sociology, psychology and economics;

Good knowledge of social service programs and other community resources;

Good knowledge of factors related to crime and delinquency;

Working knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts;

Working knowledge of social problems and social justice, particularly within the legal system;

Working knowledge of the criminal justice system;

Working knowledge of the effective methods of interviewing;

Ability to demonstrate commitment to the dignity and worth of individuals served by the Public Defender's Office Ability to project a strong and concerned image;

Ability to communicate effectively both orally and in writing;

Ability to understand, interpret and prepare a variety of written material;

Ability to prepare and maintain clear and concise reports;

Ability to establish and maintain successful working relationships with others;

Initiative; Tact; Courtesy.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's Degree* in social work, social science, criminology, law, or closely related field; OR

B) Possession of an Associate's Degree* in social work, social science, criminology, law, or closely related field and two years of experience in counseling, casework, community action, or legal advocacy work in a recognized agency adhering to acceptable standards; OR

C) Graduation from high school or possession of an equivalency diploma and four years of experience in counseling, casework,

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community action, or legal advocacy work in a recognized agency adhering to acceptable standards; OR

D) An equivalent combination of training and experience as defined by the limits of A) and B) above.

***NOTE:** Your degree must have been awarded 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 of 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.

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