

**COUNTY OF CARBON  
JOB ANNOUNCEMENT  
NON-UNION**

**BULLETIN 3**

**POST DATE:** January 12, 2022

**APPLICATION DEADLINE DATE:** January 26, 2022

*Applications to be filed with Human Resources Department – County Administration Building  
mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or  
email: [carbonhr@carboncounty.net](mailto:carbonhr@carboncounty.net) or  
fax: 570-325-9492*

**POSITION:** Social Worker/Case Manager

**DEPARTMENT:** Public Defender

**RATE OF PAY:** \$18.54 per hour

**HOURS WORKED:** 8:30 p.m. – 4:30 p.m.

**OVERALL OBJECTIVE OF JOB:** The Carbon County Office of the Public Defender provides legal representation to the individuals facing a loss of freedom in the criminal, delinquency and mental health systems in Carbon County, Pennsylvania.

**QUALIFICATIONS:** Bachelor of Science in Social Work. Experience in working with people with serious mental illness and drug and alcohol issues preferred.

**ESSENTIAL FUNCTIONS OF JOB:**

1. Interviews clients of the Public Defender's office, Pro-se clients and other clients as requested by the Public Defender's legal team
2. Identifies and obtains appropriate services based on the client's stated needs. Such services will include access to housing, appropriate mental health and medical services, employment and educational opportunities and other supports and services
3. Contact with client's attorney when appropriate, prior to any contact with clients. If the attorney wants to attend the client meeting, make the necessary accommodations
4. Works with attorneys to coordinate client cases and advocacy, this includes providing a mini- psychological-social work up on the client to attorney, assisting in communication between attorney and client when necessary, preparing correspondence, worksheets, reports, and memorandum suitable for use in a Court of law, obtaining necessary records, and relating all case information to the attorney
5. Establishes and develops relationships with community services and potential supports, including, but not limited to, the local mental health authority, law enforcement, community supervision, the housing authority, adult education services, community leaders, and religious communities
6. Establishes and develops relationships with supports identified by the client, including, if appropriate, the client's immediate and extended family as well as friends, mentors and other supporters
7. Appears for Court settings with client and monitor progress of clients throughout the pendency of their case(s)
8. Assists in client transition to probation and development of appropriate conditions
9. Collaborates and coordinates with jail staff to ensure client needs are addressed
10. Participates in outreach
11. Attend ongoing training and meetings as required
12. Assists in data collection and analysis
13. Completes special projects and other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must be able to speak and understand the English language and to follow oral and written instructions.
2. Must possess effective oral and written communication skills.
3. Must possess ability to function independently, have flexibility and personal integrity and the ability to work effectively with clients, judicial authorities, co-workers and others.
4. Must possess the ability to maintain confidentiality in regard to client information and records.
5. Must possess the technical knowledge of operating personal computers and other office equipment.
6. Must possess the knowledge of legal terminology and Criminal Justice system.
7. Must possess some knowledge of the operation and procedures of the civil and criminal court systems.
8. Must possess the ability to take and transcribe legal dictation and type from drafts clearly and accurately and within a reasonable speed.
9. Must possess ability to prepare and maintain files and reports.
10. Must possess the ability to compose replies to routine correspondence.
11. Must possess the knowledge and ability to assist in the preparation and assembly of legal documents.

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**POSITION:**

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**WORKING CONDITIONS:**

1. Works in adequate work space, lighting, temperatures and ventilation.
2. Frequent exposure to noise, disruptions and stress.
3. Normal indoor exposure to dust/dirt.
4. Potential exposure to bloodborne pathogens and/or communicable diseases.
5. Works in conditions of potential outbursts or aggressive behavior of clients.
6. Travels occasionally to obtain legal information for cases.

**PHYSICAL/MENTAL REQUIREMENTS:**

1. Must be able to sit, stand for long periods, with intermittent walking, driving and occasional climbing stairs, twisting, stooping, grasping or reaching to carry out job duties.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out job duties.
3. Sedentary work, with occasional lifting/carrying of objects with maximum weight of ten pounds.
4. Must demonstrate emotional stability.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to move frequently throughout the workday.
7. Must be able to pay close attention to details and concentrate on work.
8. Must be able to work with clients who carry or may carry active hepatitis, HIV or other infectious diseases.

**EQUAL OPPORTUNITY EMPLOYER**