

METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

Department of Human Resources

Invites Applications For The Position Of:

Program Coordinator – Client Advocacy Public Defender’s Office (NCS02714)

An Equal Opportunity Employer

Open Competitive Job Announcement

Non-Civil Service Position



SALARY: \$40,817.54- \$53,062.48 Annually

ISSUE DATE: 03/09/2016

FINAL FILING DATE: 03/20/2016

JOB OBJECTIVE:

This is a non-Civil Service announcement. The Public Defender’s Office represents individuals accused of committing crimes in Davidson County who cannot afford to hire a lawyer.

JOB DESCRIPTION:

- Consultation with attorneys regarding potential mental illness, addiction, and/or intellectual and developmental issues of clients:
 - Identification of issues and challenges
 - Assistance discerning the need for forensic evaluations
 - Assistance to client through support and service brokerage
 - Assistance to attorney through education, mitigation planning
- Release planning
 - Coordination of care
 - Reintegration issues
- Facilitation of treatment admissions and service brokerage
 - Identification of appropriate treatment options
 - Facilitation and troubleshooting through the application and admissions process
- Emergency assistance
 - Assisting clients in crisis
 - Assisting clients in need of basic necessities (food, clothing, shelter, etc.)
- Provide regular visitation and support to clients dealing with long-term incarceration pending disposition of the case
- Defense team support and consultation on major felony cases
- Attendance and assistance for attorneys and clients in specialty treatment courts
- Collaboration with community agencies, organizations, and universities
- Supervision of interns
- Accurate record keeping
 - Writing reports as necessary
 - Documenting work with clients and time
- Attends trainings and continuing education as needed

EDUCATION AND EXPERIENCE:

- Bachelor’s Degree from an accredited college or university in psychology, social work, sociology, or a related discipline
- Master’s Degree in counseling, psychology, social work, sociology, or a related discipline preferred
- Two (2) years or more experience working in a social services agency or the criminal justice system

IF YOU DO NOT MEET THE JOB REQUIREMENTS, PLEASE DO NOT APPLY. If you do not meet the criteria but apply anyway, your application will not be considered.

HOW TO APPLY

Applications (resume and cover letter) will ONLY be accepted by e-mail, and should be sent to Annette Crutchfield, Administrative Services Manager at PD.Applicants@nashville.gov.

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

The Metropolitan Public Defender’s Office is an Equal Opportunity Employer, and does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.



Requests for ADA accommodation should be directed to David.Sinor@nashville.gov or call (615) 862-6735.