METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

Department of Human Resources
Invites Applications For The Position Of:

Program Manager 2 – Social Work
Public Defender's Office

An Equal Opportunity Employer
Non-Civil Service Position

SALARY: $53,218.24 - $69,186.06/Year

ISSUE DATE: April 1, 2015

FINAL FILING DATE: April 14, 2015

THE POSITION:
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. We utilize a client-centered approach – one that combines criminal defense representation with social services geared towards problem-solving and reducing recidivism. The Social Work Program Manager 2 is responsible for effectively leading and managing the Adult Division's social service component in a manner consistent with the Office's mission, vision and core principles.

Specific Job Responsibilities include:
- Direct the daily operations of the social services program in the Adult Division, including: determine proper use of program resources; evaluate the effectiveness of the program; manage workload for social work staff and interns; and modify program operations to insure optimal results;
- Train, supervise, and evaluate other social work staff, including social work interns;
- Develop and maintain interdisciplinary relationships both within and outside the Office;
- Represent the Office in appropriate settings at the local, state and national levels;
- Pursue and acquire external funding and resources (including interns) for program operation, evaluation and research;
- Recommend strategies to increase the success of the Social Work program consistent with the Office's mission, vision and core principles;
- Educate staff on best practices in the field of forensic social work, and utilization of the Office's social work program;
- Provide direct service to clients in need of social work assistance and/or referred to the social work program, including:
  - Conduct psycho-social assessment of clients through interviews, appropriate testing, obtaining/reviewing appropriate prior treatment/service records for clients, etc.;
  - Develop alternative sentencing plans for clients;
  - Facilitate community treatment options for clients in need of social services;
  - Identify proper expert witnesses, such as psychologists/psychiatrists, for involvement in clients' cases;
  - Recommend advocacy strategies for individual client cases;
  - Work as an integral part of a criminal defense team by communicating with other defense team members about client assessments, needs, and their overall defense;
  - Participate in team representation of clients in the General Sessions Mental Health Court.

This position involves supervisory responsibilities. The Program Manager supervises all members of the Adult Division Social Work Program, including two social workers and a program coordinator; recruits, selects, and supervises social work interns, including undergraduate and graduate level students; and if appropriate, supervises social work staff pursuing their LCSW.

This position reports directly to the Public Defender and her designee, who outline overall goals and objectives for the social work area and assist with any complex or unusual problems as needed.

Minimum Requirements: Applicants must hold an MSW from an accredited college or university, and have at least five (5) years of experience in social work, program management or program development in the criminal justice field. Candidates with an LCSW are preferred, as are those with a doctorate in social work or related field and/or additional experience in forensic social work settings.

HOW TO APPLY

Resumes and cover letters will ONLY be accepted via e-mail and should be sent to Annette Crutchfield at
PDApplicants@jis.nashville.org

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 the Recruitment Center @ 862-6640