



# State of Colorado

## Office of the Alternate Defense Counsel

**Lindy Frolich, Director**  
**[www.coloradoadc.org](http://www.coloradoadc.org)**

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Denver Office  
1300 Broadway, #330  
Denver, Colorado 80203  
Phone: (303) 515-6920

**Job Title:** Social Worker Outreach Coordinator  
**Closing Date/Time:** Tuesday, April 30, 2019, 11:59 PM Mountain Time  
**Starting Salary:** \$6,698 Monthly  
**Job Type:** Full Time (1.0 FTE)  
**Location:** Denver Metro, Colorado  
**Agency/ Branch:** Office of the Alternate Defense Counsel / Judicial Branch

Please follow the directions below to apply:

Applicants must submit electronically to the e-mail address listed below a package consisting of:

- (1) A **cover letter** explaining how the applicant satisfies the job requirements outlined in the official job description and would be a good fit for the position;
- (2) a **resume** and;
- (3) a completed official Office of the Alternate Defense Counsel **job application**. The application can be found at [https://fs2.formsite.com/OADC/form26/form\\_login.html](https://fs2.formsite.com/OADC/form26/form_login.html)

To: Lindy Frolich, Director  
Office of the Alternate Defense Counsel  
[job@coloradoadc.com](mailto:job@coloradoadc.com)

**To be considered for this position you must submit an Office of the Alternate Defense Counsel Application. A resume alone is not enough. Applications must be received by 11:59 p.m. [April 30, 2019](#).**

## **GENERAL STATEMENT OF DUTIES**

Assist the Social Worker Coordinator in expanding, administering, coordinating and enhancing the effective involvement of qualified contract forensic social workers, forensic clinical advocates, and interns on OADC legal teams. This position will focus on outreach and capacity building to expand the incorporation of forensic social workers into defense practice across the state. This position aligns with the national and international movement of criminal defense services towards comprehensive, multidisciplinary, and client- centered advocacy.

### **Description of Job:**

## **ESSENTIAL FUNCTIONS OF THE POSITION**

This position will enable the agency to continue utilizing master's level contract social workers who must accrue 3,360 hours of supervised work experience and 96 hours of clinical supervision within a two-year period to become a Licensed Clinical Social Worker. Major responsibilities include:

- Cultivating connections with schools of social work outside the Denver Metro area to facilitate adding contract social workers and interns outside the Denver Metro area.
- Locating social workers with whom the OADC can contract throughout the state that will work as part of the criminal or juvenile defense team.
- Educating defense lawyers, judges and prosecutors on the importance of social workers as part of a defense team.
- Providing individual and group clinical support and supervision for the contract social workers and interns.
- Assisting Social Worker Coordinator with whatever they need to build the capacity of the program.
- Acting as first point of contact for potential social worker interns and social worker contractors.
- Expanding the training program for social workers and attorneys to ensure best practice models are being implemented.
- Assisting the Social Worker Coordinator in reviewing all social worker requests to determine if social worker services would be beneficial and then assigning a social worker based on the needs of the case and expertise of the social worker.
- Providing ongoing clinical and case consultation as needed for attorneys and social workers on their legal cases.
- Providing direct clinical support on complex and high-profile cases as needed.
- Evaluating contract social workers on an as needed basis.
- Assisting in developing and maintaining a research database with the most up to date evidence-based journal articles.

- Attending relevant trainings as needed to ensure all best practice models are being followed.
- Developing and maintaining relationships with stakeholders throughout the state.
- Collecting data from the social work program and preparing an annual report on the efficacy of the program.

This position will also facilitate oversight to forensic social workers and forensic clinical advocates skilled in:

- Providing direct services to court-involved and/or incarcerated juveniles and adults;
- Motivational, strength-based interviewing, communication and advocacy;
- Working on a multidisciplinary legal team;
- Writing and creating social history and mitigation reports.
- Making recommendations concerning pretrial release, detention, case preparation, alternative placements and treatment options.
- Compiling social and family history information to identify psychosocial influences and patterns in the client's development and behavior including, but not limited to, socio/cultural/economic status, gang involvement and gender issues.
- Interviewing the juvenile or defendant, family members, friends and others to elicit family and social history data, including sensitive and confidential information.
- Attending pretrial adjudication and sentencing hearings as requested by the defense attorney; preparing reports and providing information and support, as required.
- Keeping current on statewide resources available and relevant to the individual needs of the client.
- Obtaining and reviewing records, evaluations or reports and analyzing the significance of information relevant to cases and circumstances.
- Locating medical or mental health experts, exchanging relevant information and interpreting evaluation findings.
- Reviewing and incorporating relevant research into social history and mitigation reports.

### **DISTINGUISHING FACTORS**

The Social Worker Outreach Coordinator will:

- Be licensed as an LCSW and have at least two years of experience in the field of forensic social work.
- Understand the fundamentals of evidence-based theory and practice;
- Understand the professional and constitutional ethical principles and practices including client confidentiality and attorney-client privilege;
- Be able to coordinate and guide theories of social work practice;
- Be able to coordinate implications of physical, mental health, or substance abuse issues on development and behavior in juveniles and defendants;
- Be able to coordinate effective working relationships with universities, attorneys, clients and their families, witnesses, court personnel, mental health experts, coworkers, peers, and persons

of diverse backgrounds;

- Have effective communication (verbal and written) including interviewing and report-writing skills;
- Be proficient in standard software applications such as Word, Excel, PowerPoint, and audio/visual software and equipment.

#### Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights:

### **QUALIFICATIONS**

To perform this job successfully an individual must be able to perform each of the above essential functions satisfactorily, be computer literate and have the working knowledge and ability to produce documents using Word, Excel and Adobe Professional. The requirements listed are representative of the physical and environmental conditions required of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Minimum qualifications:**

A master's degree in social work. A valid and active Colorado license as a Licensed Clinical Social Worker (LCSW), and a minimum of 2 years' forensic experience as a Licensed Clinical Social Worker (LCSW).

#### Supplemental Information:

Faxed or mailed applications will NOT Be Accepted. Be Sure to follow the directions to apply.

### **PHYSICAL DEMANDS**

While performing the duties of this job the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms and perform repetitive motions with wrists, hands, and fingers. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

This position is subject to many interruptions and may require handling multiple calls and inquiries at once. The noise level in the work environment is usually quiet.

#### **EEO/AA/ADA EMPLOYER**

**NOTICE!** Each person employed must present identity and employment eligibility verification.

**NOTICE!** Employees hired after March 1, 1988, must be on the payroll direct deposit program.

**NOTICE!** Disabled applicants: If you have a mental or physical impairment, which limits one of your major life activities (e.g. walking, hearing, seeing, speaking, breathing, or learning) and require special accommodations for testing or interviewing, it is your responsibility to notify the office scheduling the interview or test at least 3 working days before the interview or test date. If you need special accommodations at the work site, you must notify the hiring authority.

**NOTICE!** All prospective employees of the Colorado Judicial Branch are subject to background investigation prior to hiring.