

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SOCIAL WORKER

<b>JOB CODE: 30115</b>	<b>PAY GRADE: 14</b>	<b>PAY RANGE: \$45,678 - \$73,084</b>
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### GENERAL DESCRIPTION

Under the general direction of the Program Services Supervisor, performs professional social work activities to include crisis intervention, mental health assessment and treatment through linkage with pertinent referral agencies and programs; and other supportive services as they arise, to the entire inmate population within the Department of Detention and Corrections, which may include providing services to homeless residents at Safe Harbor. Job duties are based on assignment. Objectives are to mitigate inmate tension, improve and promote pro-social inmate attitudes, assist inmates toward positive integration back into the community, and coordinate services for persons experiencing homelessness towards self-sufficiency. Member exercises independent judgment after receiving written or oral instructions as to the nature of the work. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Performs crisis intervention; counsels inmates and/or persons experiencing homelessness individually and in groups
- Facilitates classes that pertain to targeting criminogenic needs and risk factors
- Coordinates and facilitates telephonic and virtual hearings and conferences
- Provides PREA inmate education through groups or cell side for special populations
- Schedules events in the jail management system and/or navigating the Homeless Management Information System (HMIS)
- Enhances the coping, problem solving, responsible decision making, and self-actualizing capabilities of inmates or persons experiencing homelessness
- Maintains cooperative working relationships with contact persons at pertinent agencies and programs to include conducting field visits to various community programs to ascertain appropriate inmate and resident referrals
- Helps to maintain positive communication between staff, support persons/groups and the inmate or resident
- Plans and implements behavior modification strategies for inmates or persons experiencing homelessness
- Screens inmate requests for appropriate response and referral in a timely manner

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- Provides documentation of inmate contacts/counseling through the jail management system and/or documenting contact and worked performed in HMIS
- Provides appropriate social histories and/or assessments of persons experiencing homelessness and counseling
- Prepares written weekly and/or monthly Social Worker reports
- Notarizing documents
- Assists in training personnel
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Social Work, Psychology, Counseling or related field
- Two (2) years' experience in a correctional environment or related case management
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check



## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of social work theory and practice
- Knowledge of criminogenic risk factors and needs
- Knowledge of varied individual and group counseling theories and techniques
- Knowledge of human behavior processes
- Knowledge of social service, mental health, substance use disorders, educational, vocational, and rehabilitative programs available in the county and state
- Knowledge of the criminal justice process court procedures, and legal requirements relative to the incarcerated
- Knowledge of the State Department of Corrections regulation 33-8, Sheriff's Office rules and regulations as applied to correctional work
- Skilled in public speaking
- Ability to render social work and counseling services professionally and effectively to inmates or persons experiencing homelessness
- Ability to establish rapport with inmates, and to function comfortably within a correctional setting without bias
- Ability to provide continuous crisis intervention service with composure
- Ability to prepare reports, case notes, and correspondence in a timely, clear and concise manner
- Time management, interpersonal, problem solving, and verbal and written communication skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 3 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 50 lbs.
- Frequently squat
- Occasionally bend, climb, reach, kneel and twist