

Holistic Defense Coordinator



Position Description

Status

Regular Full Time

Compensation

B25

Bargaining Unit

Non-bargaining

Reports to

Chief Public Defender

Supervises

Social Work Staff & Volunteer Social Workers

Position Category

Generalist

Summary

The Holistic Defense Coordinator (HDC) is a supervisory position with the Holistic Defense Services department, within the Office of the Public Defender (OPD). Demonstrates expertise in Holistic Defense social work and mitigation and the application of that expertise within OPD. Provides oversight of FTE Staff and Volunteer social workers. Develops and implements OPD's Holistic Defense liaising between the public defenders and our clients, as well as service providers, stakeholders, and the general public. Provides essential recruitment, training, supervision, and evaluation of FTE Staff and Volunteer staff through the Social Work Internship and Holistic Defense Fellowship Programs.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manages and delegates social work and mitigation work assignments to the Staff Holistic Defense Advocate and Social Work Volunteer / Intern / Fellowship team. Provides supervision and leadership to the staff, interns and fellows of the holistic defense department, and staff of the Office of the Public Defender. Instructs staff, interns, and fellows of the Holistic Defense department on tasks to complete within case assignments, holding those team members accountable for proper completion of their assigned duties.
2. Identifies professional development areas for the FTE and Volunteer Staff. Provides initial onboarding training, at least two (2) times per year for the incoming Intern and Fellowship staff. Provides continuous professional development through one-on-one supervision meetings, supervision and overall team meetings, office staff meetings, large group trainings as well as small group trainings. Provides consistent day-to-day instruction for the FTE and Volunteer Staff regarding their positioning within the Holistic Defense Team and how those interactions affect the overall representation of individual clients.
3. Develops data collection and report development procedures to help further develop the Holistic Defense Project. Gathers case information, analyzes and prepares statistical reports for the review of the Chief and Deputy Chief Public Defender and other various county and state departments as directed. Provides advice on the strategic planning related to the Holistic

Defense Project to the Chief and Deputy Chief Public Defender based on Holistic Defense Project data collection.

4. Identifies community engagement projects which support of the Office's Holistic Defense Project. Collaborates with stakeholders, the private sector, Local, State, and Federal units of government, and various county departments to plan and execute the identified community engagement projects with a clear mission of meeting needs of community members. Engages in conversations, meetings, and work groups with stakeholders, the private sector, Local, State, and Federal units of government, and various county departments to maintain understanding of local community needs.
5. Formulates and manages the Holistic Defense Social Work Internship Program, Holistic Defense Fellowship Program and all other Volunteer Holistic Defense staff. Recruits students to apply for the programs by maintaining a professional relationship with colleges and universities. Develops and leads the interview process, orientation, and training of students for the Holistic Defense Social Work Internship Program, Holistic Defense Fellowship Program and all other Volunteer Holistic Defense Staff programs. Provides supervision of interns and fellows for the duration of the programs.
6. Investigates and applies for additional grants and funding sources to support of the Office's Holistic Defense Project in collaboration with identified partners and stakeholders for the benefit of the Allegan County community. Manages all awarded grants and funding sources in coordination with MIDC and Allegan County Grant / Finance procedures.
7. Coordinates regular networking and training activities with other social work professionals in Public Defense Offices across Michigan and nationally. Leads and participates in local, state and national work groups relating to holistic defense practices.
8. Provides Holistic Defense social work and mitigation expertise to assigned defense counsel through relevant social work / mental health research and applies that research to individual indigent defense cases. Provides Holistic Defense social work support for assigned defense counsel through interviewing clients, witnesses, professional experts, law enforcement and other personnel. Applies Holistic Defense social work investigation methods and directly communicate those methods to assigned clients as relevant. Prepares for hearings wherein social work expertise supports clients' needs.
9. Other relevant duties, as assigned by the Chief Public Defender
10. Criminal defense and Holistic Defense representation may require evening and weekend work.

Competencies

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required 25%-50%.

Required Education and Experience

1. Bachelor's degree in Social Work, Sociology, Psychology or Criminal Justice required
2. Master's degree in one of the above fields preferred
3. Three (3) years of Social Work / Sociology / Psychology / Criminal Justice / Holistic Defense experience in a legal setting preferred
4. Holistic Criminal Defense experience relating to mitigation evidence and the use of public and private services for client advocacy preferred

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____