

Holistic Defense Technical Assistance Coordinator



Position Description

Status

Regular Full Time

Compensation

B25

Bargaining Unit

Non-bargaining

Reports to

Chief Public Defender

Supervises

none

Position Category

Coordinator

Summary

This position establishes and upholds uniform training and technical assistance within the Michigan Indigent Holistic Defense system, to create more impactful Holistic indigent representation of all Michigan Defendants. This position also implements Holistic Defense services in small, or isolated, or Michigan Assigned Counsel (“MAC”) funding units that otherwise would not, receive significant exposure to Holistic Defense practice and benefits. In cooperation with the Michigan Indigent Defense Commission (“MIDC”) this position will create, manage and provide training for an ongoing and consistent statewide Holistic Defense knowledge base.

Essential Functions

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

1. Provide technical and substantive Holistic Defense assistance to public defense offices throughout Michigan to develop, implement, and evaluate collaborative and uniform Holistic Defense best practices.
2. Collaborate with MIDC, MIDC Regional Managers, MACs, Public Defenders and other stakeholders to adopt Holistic Indigent Defense practices with a multidisciplinary team approach including social workers, mitigation specialists and case advocates on the defense team
3. Develop best practices to ensure sustainable staffing levels and outline appropriate Holistic Defense job responsibilities for systems in need of Holistic Defense support throughout Michigan
4. Create Standards of Work and Standard Operating Procedures for Holistic Defense processes to standardize the multidisciplinary team approach among Michigan defender offices;
5. Develop best practice program policies related to addressing common challenges within the Holistic Indigent Defense system.

6. Develop and implement and review referral procedures and processes; Develop, implement and review document procedures and processes, including but not limited to: intake forms, referral forms, mitigation report templates, etc.
7. Develop, implement, and review Holistic Defense data collection processes to build collaborative State-wide Holistic Defense data collection systems and provide communications, messaging, and marketing related to this data analysis.
8. Assist public defense offices in identifying, collecting, and evaluating data related to Holistic Defense outcomes to support continuous improvement and effective communication of program impact.
9. Maintain shared drive of resources available to holistic defense practitioners throughout Michigan. Maintain collaborative relationships and serve as a statewide liaison to national public defense organizations to connect Michigan-based practitioners with available resources and elevate Michigan's success and progress to national partners.
10. Facilitate monthly meetings for holistic defense practitioners to connect, seek feedback from peers, and engage in shared learning; Regularly survey holistic defense practitioners to identify learning topics; Engage with outside speakers to address identified training needs.
11. Research and draft Grant requests that meet MIDC requirements, and also help provide creative funding possibilities for innovative Michigan Holistic Defense services.
12. Develop and provide improved systemic understanding of Holistic Defense to State and Local lawmakers, executive branch authorities, and policy developers through legislative advocacy and policy education initiatives at the State and Local levels.

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 does not have 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 will be required throughout the State of Michigan.

Required Education and Experience

1. Master's Degree in Law, Social Work, Psychology, Criminal Justice, Probation/Parole, Therapy/Counseling or other closely related field
2. Two (2) years of experience in Law, Mitigation, Social Work or a combination
3. Knowledge and Skill in Legal Holistic Defense Practice, Program Development, Project Management, Legal Work, Social Work, Grant writing, Data Strategy and outcome evaluation, Public Policy Education and Training development
4. Knowledge of MIDC and MIDC Standards

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 _____