

CITY OF INDIANAPOLIS AND MARION
COUNTY

invites applications for the position of:



Bi-lingual Social Worker



An Equal Opportunity Employer

SALARY: \$42,000.00 /Year

OPENING DATE: 10/22/14

CLOSING DATE: Continuous

POSITION SUMMARY:

Position is responsible for providing clinical and consultation work as part of the legal team. In addition, maintain professional support relationship with clients and act as an advocate or guide to help with solutions to incarceration or long term commitment.

POSITION RESPONSIBILITIES:

Assesses client needs and eligibility for services.
Develops and maintains client case records, plans and reports; compile for attorney use and for reporting purposes for grant.
Refers clients to services and placement as appropriate. In addition, work with outside agencies to coordinate and facilitate alternative placement options for agency clients. Conduct psychosocial evaluations with select Agency clients, as appropriate.
Confers with attorneys and other staff on Agency cases. Participation in the gathering of mitigation information on behalf of the client.
Attends and testifies at court proceedings, as needed.
Works with outside agencies to coordinate and facilitate alternative placement options for Agency clients.
Participates in agency and community planning and education.
Participates in developing agency policies and procedures with regard to social work practices and program needs.
Supervises and coordinates MSW interns from local universities. Conduct intake evaluations/screenings with selected Agency clients; supervise and train MSW interns on such evaluations.
Participates in alternative placement discussions with attorneys in devising a plan for treatment. Completes reports and provide information as the program requires, including success rates and caseload numbers.
Screens and assigns cases in the supervisor's absence.
Maintains confidentiality as required by legal ethics.
This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

QUALIFICATIONS:

Bachelor's Degree from an accredited college or university with a degree in social work or related field, Master's degree in social work or related field required. In addition, must have Social Work certification or the ability to be certified by the State of Indiana. Two (2) years of experience as a Master Social Worker. Must be computer literate. Knowledge of legal terminology, ethics, and court procedures required. Ability to communicate effectively, handle responsibility, work independently with clients and co-workers. Must have ability to interact with people of different cultures, positions and walks of life.

INDEPENDENT JUDGMENT:

Independent judgment may be utilized as long as it is performed at the request of the

supervising attorney. Independent judgment will also be exercised in researching and offering consultative opinions and litigation. Actions are subject to review on a continuing spot check basis by supervising attorney.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.indy.gov>

Job #02419
BI-LINGUAL SOCIAL WORKER
BW

OUR OFFICE IS LOCATED AT:
200 E. Washington Street
CCB 1541
Indianapolis, IN 46204
317-327-5211
317-327-5211

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Bi-lingual Social Worker Supplemental Questionnaire

- * 1. Do you possess a Master's degree or higher in social work or related field ?
 - Yes
 - No
- * 2. If you yes to question one (1) please indicate the major below:
- * 3. How many years of previous experience do you have as a Social Worker?
 - 0 to less than 2 years
 - 2 to less than 5 years
 - 5 years or more
- * 4. Do you possess a Social Work certification or the ability to be certified by the State of Indiana?
 - Yes
 - No
- * 5. Do you speak Spanish ?
 - Yes
 - No
- * Required Question