

**JOB ANNOUNCEMENT:
ORLEANS PUBLIC DEFENDERS
SUPERVISING SENTENCING ADVOCATE**

Orleans Public Defenders (OPD) is seeking a Licensed Clinical Social Worker (LCSW) to work as a Supervising Sentencing Advocate within OPD's Client Services Division. The Supervising Sentencing Advocate will work in a collaborative team environment with Sentencing Advocates, Paralegals and Public Defenders to provide professional comprehensive social work services to OPD clients throughout all phases of the criminal justice process.

More specifically, the Supervising Sentencing Advocate's duties will include:

- Assuming responsibility for the supervision, recruitment, training, evaluation and retention of Sentencing Advocates and Social Work interns;
- Preparing memoranda to be used at the sentencing hearing to help mitigate client's sentence, while identifying and requesting services and alternatives to incarceration catered to the client's needs;
- Conducting intensive biopsychosocial assessments of clients, compiling comprehensive individualized treatment plans for clients with probatable charges, preparing in-depth mitigation reports for clients with non-probatable charges, as well as presenting/testifying in court when necessary;
- Preparing narrative and statistical reports, documents and correspondence; documenting case files; preparing and serving legal documents;
- Helping to develop and implement a training curriculum for Sentencing Advocates and Public Defenders;
- Developing and maintaining practice and resource materials to aid Public Defenders in the representation of OPD clients; and
- Identifying and implementing national best practices for the interdisciplinary collaboration between social workers and public defenders in the representation of indigent clients charged with criminal offenses.

The candidate must be a Licensed Clinical Social Worker (LCSW) and have the ability to communicate effectively, both orally and in writing. The ideal candidate will possess supervisory and administrative qualifications, as well as demonstrated experience working with individuals charged with criminal offenses. Previous experience in conducting thorough client assessments and in the preparation of written advocacy documents on behalf of clients in a criminal justice setting is highly valued. Knowledge of local social services delivery systems, as well as those outside of Louisiana, will be considered, as will knowledge of criminal justice procedures following arrest. Additionally, the ideal candidate will have experience in grant writing and reporting. Skill in using various computer software database, spreadsheet, word processing, and network programs is also valuable.

This position is full time. The salary range is \$50,000 to \$55,000.

To Apply: Qualified and interested applicants must submit all of the following to be considered for this position: **cover letter, resume, writing sample and references.** All materials should be e-mailed to Megan Faunce at mfaunce@opdla.org. The closing date for application is December 16, 2011.

NO PHONE CALLS.