

Public Defender Mental Health/Social Services Job Description

The Panhandle Area Public Defenders are zealous advocates and trial lawyers serving the needs of our clients with qualified, compassionate, and holistic solutions. Our offices strive to mirror the hard-working demographics of the Texas Panhandle area with a resolute determination, a heart for service, and a justice-seeking spirit. This is an exciting opportunity to be part of a team that is expanding around the Texas Panhandle. The Public Defender Mental Health Advocate is an employee of Potter County who assists the office in its representation of indigent clients assigned to the Public Defender Office (PDO).

Potter County is an Equal Opportunity Employer

Salary: \$40,000-\$55,000. Depending upon experience, credentials, and special skills/foreign language.

Office Benefits

- Diversity and inclusion
- Relaxed office culture
- Team oriented and supportive atmosphere

County Benefits

- 210% County match for retirement account, transferrable to other counties.
- Optional 457(b)
- Medical/Dental/Vision – other insurance options

Please check out these links for more information on the Texas Panhandle and working with the Panhandle Area Public Defender Office:

<https://www.nps.gov/lamr/index.htm>

<https://palodurocanyon.com/>

<https://www.clarendontx.com/greenbelt>

<https://www.milb.com/amarillo>

<https://welcomepardner.com/new/calendar/>

<https://www.youtube.com/watch?v=bI92kM0p00M>

<https://www.youtube.com/watch?v=aBN2qKRYO4w&t=10s>

<https://www.youtube.com/watch?v=MnkNLtwWnR0>

<https://www.youtube.com/watch?v=i8gquc2R4GI>

<https://www.herefordtx.org/event-calendar.html>

<https://www.tourtexas.com/destinations/Dumas-Moore-County-events>

https://panhandletx.govoffice2.com/index.asp?Type=B_EV&SEC=%7B2CF16748-9D8B-4BFB-8969-5ACCCD21ED4D%7D&MODE=LIST

<https://www.papdmac.org/>

Duties and Responsibilities

- Maintain and enhance the Public Defender Office's commitment to zealous representation of our indigent clients.
- Advocate on behalf of clients to receive social and behavioral health services and for mitigation purposes.
- Interview clients, collect and complete required documentation and determine eligibility for assistance based upon a variety of service regulations and procedures. May make home or jail visits on an 'as needed' basis for clients unable to come to the service site.
- Provide basic needs counseling and problem-solving assistance or case management services for clients. Conduct assessment of client needs including social history, clinical assessment, and mental status examination. Develop casework/service plans, monitor progress and follow-up.
- Coordinate with other agencies, organizations, and vendors to provide information and referrals for clients. Serve as an advocate on behalf of client. Interpret eligibility requirements, policy and procedures to clients, other agencies, vendors and governmental entities;
- Deal effectively with persons experiencing crises and stress. Work effectively and courteously under high-pressure circumstances;
- Assist attorneys in reviewing and preparing clients and cases;
- Maintain strict confidentiality and documentation of all client services rendered;
- Attend and participate in meetings, training, and information sessions;
- Perform such other related duties as may be assigned by the PD Director;
- Maintain a safe, cordial, and healthy work place environment.

Requirements

- Bachelor's Degree in Social Work, Psychology, Sociology, or other related mental health field plus 2 years relevant experience.
- Ability to work both independently and as a team
- Knowledge of Federal, State and Local program laws and requirements.

Preferences

- Foreign Language Speakers. (Spanish and Burmese are high demand)
- LCSW-S or LPC-S
- Experience with clients dealing with the criminal justice system;
- Prior grant writing, mentorship, outreach, and other related experience and training.

Send resume and references to Jason.howell@papdmac.org and amy.conner@papdmac.org
If you have any questions, call (806)242-3415.