



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ALTERNATIVE SENTENCING WORKER III

Job Number: 21001281

Job Code: 62300V240416

Job Group: 6200 - HUMAN SERVICES

Job Established: 08/16/2016

Job Revised: 04/16/2024

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides expert assistance to defense attorneys and staff in the development of individualized alternative sentencing plans for Department of Public Advocacy clients identified as having a substance use disorder and/or behavioral health disorder. Provides education on basic crisis intervention strategies as needed to clients and/or their families; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of an accredited college or university with a master's degree in social work, sociology, psychology, family studies, counseling or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Must have two years of professional social work, substance use disorder, or mental health experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

A bachelor's degree supplemented by three years of professional social work, substance use disorder, or mental health experience will substitute for the primary education and experience requirements.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as an expert in alternative sentencing cases. Responsible for coverage and conflict referrals/cases. Prepares plans for the coverage and conflict cases assigned. Develops and maintains manuals for office use and provides guidance to others on complex substance abuse and behavioral health issues. Updates all resource manuals and send updates of changes to the Trail Office and Alternative Sentencing Worker team. Carries a caseload and provides continued services for clients that have been probated and allowed to obtain treatment. Provides reports to courts upon request. This includes conflict referrals from other Trial offices across the state. Attends case reviews with senior attorneys to assist with mitigation and strategization. Represents the Alternative Sentencing Worker program on committees within state government and facilitate/present trainings for the branch to include cross trainings within the Justice Cabinet. Serves as regional facilitator and organizes regional meetings and tours of treatment facilities/resources. Serves as a mentor for new Alternative Sentencing Workers. Identifies local service resources for rehabilitation treatment and recovery and on a statewide level. Conducts research to support recommendations to the court. Provides support services for a continuum of care in the recovery process. Assists clients with secondary level treatment barriers such as housing, education, transportation, and employment. Makes referrals to outside community resources to assure clients basic needs are met after residential placement. Provides professional services while working as an extension of the attorney and the clients defense representation. Maintains strict attorney /client privilege provision. Collects follow-up information regarding clients to assess program effectiveness and fulfill updates requested by the attorney/court on clients' progress. Provides case management services and makes referrals for housing, insurance, clothing, education, and job placement. Conducts non-clinical psychosocial assessments by utilizing motivational interviewing of clients, adults, and juveniles to determine clients' strengths and needs. Reviews and analyzes mental health records of clients. Presents written complex alternative sentencing plans to the court for alternatives to incarceration on behalf of client. Presents verbal complex alternative sentencing plans to the court. May testify in complex cases about client's social history and recommendation of placements to treatment facilities. Reviews records from mental health assessors and testify to recommendation made. Writes or assists in writing Advocate articles for publication by DPA. . Conducts training sessions for Alternative Sentencing Workers at quarterly meetings or annual conferences. Provides intensive individualized alternative sentencing plans for complex cases. Assists with special projects as assigned. Uses critical thinking skills to address client needs. Provides education to others on complex substance abuse and behavioral health issues. Reviews and analyzes mental health records of clients. Provides education on basic crises intervention strategies as needed to clients and/or their families. Provides supervision to BSW/MSW social work interns. Provides assistance to defense attorneys in developing alternative sentencing plans, outpatient treatment sentencing plans, pretrial release plans, diversion plans, and reentry plans in complex cases for individuals who are clients of the Department of Public Advocacy. Assesses client needs, identifies local resources for rehabilitation, treatment, and recovery and makes appropriate referrals to those community resources. Provides recommendations to court and referral services for clients. Documents service contracts. Enters data in management information system and completes all other documentation practices as needed. Provides services as part of the defense representation acting as agent of the defense attorney working within the attorney/client privilege.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in both an office setting and in the field. Frequent travel is required to complete field activity.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.