

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SOCIAL WORKER

<b>JOB CODE: 30115</b>	<b>PAY GRADE: 14</b>	<b>PAY RANGE: \$45,678 - \$73,084</b>
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### GENERAL DESCRIPTION

Under direction of the Program Services Supervisor, in the Support and Health Services Bureau, performs professional social work activities. Focus of the work is on providing social work services to the entire inmate population within the Department of Detention and Corrections, which may include providing services to homeless residents at Safe Harbor. Job duties are based on assignment. Objectives are to mitigate inmate tension, improve inmate attitudes toward incarceration, assist inmates toward positive integration back into the community, and coordinate services for homeless residents towards self-sufficiency. Incumbent exercises independent judgment after receiving written or oral instructions as to the nature of the work. Work assignments include, but are not limited to: crisis intervention, mental health assessment and treatment through linkage with pertinent referral agencies and programs; and other supportive services as they arise. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Performs crisis intervention; counsels inmates and/or residents individually and in groups;
- Facilitates classes that pertain to targeting criminogenic needs and risk factors;
- Coordinates and facilitate telephonic hearings;
- Provides PREA inmate education through groups or cell side for special populations;
- Schedules events in JIMS;
- Enhances the coping, problem solving, responsible decision making, and self-actualizing capabilities of inmates or residents;
- Maintains cooperative working relationships with contact persons at pertinent agencies and programs; this may include conducting field visits to various community programs to ascertain appropriate inmate and resident referrals;
- Helps to maintain positive communication between staff, support persons/groups and the inmate or resident;
- Plans and implements behavior modification strategies for inmates or residents;
- Screens inmate requests for appropriate response and referral in a timely manner;
- May provide initial screening of inmates who request contact or special visits for the facility commander's review and decision;
- Provides documentation of inmate contacts/counseling through JIMS;

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- Provide appropriate social histories and/or assessments of homeless residents and counseling
- Prepares written weekly and/or monthly Social Worker reports;
- Assists in training personnel;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list of duties and responsibilities is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional duties and responsibilities as necessary.

## **QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's Degree in social work, psychology, counseling, or related field AND two (2) years' experience in a correctional environment or related case management
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of social work theory and practice
- Knowledge of criminogenic risk factors and needs
- Knowledge of varied individual and group counseling theories and techniques
- Knowledge of human behavior processes
- Knowledge of social service, mental health, substance abuse, educational, vocational, and rehabilitative programs available in the county and state
- Knowledge of the criminal justice process court procedures, and legal requirements relative to the incarcerated
- Knowledge of the State Department of Corrections regulation 33-8, Sheriff's Office rules and regulations as applied to correctional work
- Skill in public speaking
- Ability to render social work and counseling services professionally and effectively to inmates or residents



- Ability to establish rapport with inmates, and to function comfortably within a correctional setting without bias
- Ability to provide continuous crisis intervention service with equanimity
- Ability to prepare reports, case notes, and correspondence in a timely, clear and concise manner
- Time management, inter-personal, problem solving, and verbal and written communication skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 3 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Continuously lift up to 10 lbs.
- Lift up to 50 lbs.
- Frequently squat
- Occasionally bend, climb, reach, kneel, or twist