

Title: Pretrial Case Worker	Grade:
Reports To: Pretrial Services Supervisor	FLSA: Non Exempt
Department: ??	Date: 08/08/2022
	Status: Classified

JOB SUMMARY:

This is a non-exempt position that reports directly to the Pretrial Services Supervisor. The position requires knowledge and application of effective practices in community supervision, and the ability to apply principles of adult corrections and probation. Requires knowledge of penological theories, principles, and techniques; and the challenges, methods, and techniques of client management. The person must work with a variety of groups to ensure the continuation and effectiveness of the program. Work is carried out with general direction and continual exercise of judgment. Work requires the continual exercise of considerable initiative, independent judgment and discretion. Problems and issues are often resolved at this level without reference to a higher authority.

ESSENTIAL FUNCTIONS:

- Supervises program participants;
- Attends court hearings to provide testimony on compliance with supervision, as well as information on the status of supportive services and treatment;
- Maintains contact with the Court having jurisdiction to request revocations and warrants; complete and submit affidavits; participant progress reports; provides closure orders to the court;
- Maintains regular contact with other professionals involved in the case and with the client to assess progress;
- Adheres to supervision best practices i.e. Effective Practices in Community Supervision
- Provides guidance and resources to promote compliance with supervision requirements;
- Provides program participants with incentives and/or sanctions.
- Provides back up and support to other CJ Services staff when necessary;
- Refers and coordinates treatment for program participants;

- Maintains contact with the community to facilitate understanding, acceptance and support of the criminal justice services programs;
- Maintains current and accurate record system on clients; documents all pertinent information in accordance with departmental policy;
- Monitors the payment of restitution, program fees, and court costs in whatever form it is ordered;
- Performs drug and/or alcohol testing, as determined by the court;
- Meets with program participants in the field;
- Provides clients with reminders of scheduled court hearings, and appointments to help ensure their attendance;
- Arranges transportation as necessary;
- Represents the department on committees;
- Participates in a minimum of 40 hours of in-service training per year
- Assists other Pretrial Services Case Workers as directed;
- Special assignments may include: Teaching evidence based programs to program participants, providing workforce/employment assistance to program participants, connecting participants to community resources as needed, etc.

Specialty Courts - Behavioral Health Court and Drug Court

- Participates in weekly staffing's and provides the court with weekly Supervision Progress Reports;
- Provide updates and offers recommendations as to the appropriateness of sanctions and/or incentives for the Team to review;
- Maintains regular communication with mental health and substance abuse treatment providers who are providing services to specialty court participants to ensure they are in compliance with treatment;
- Assesses client's compliance with specialty court contract; works with client to resolve problems and encourages community involvement;
- Provides written reports to the court updating all parties on the status of the case; meets with the client, and other appropriate parties to develop and review the program plans; continues to monitor client progress; makes appropriate referrals for services; holds the client accountable, and assists the client to learn to live as a responsible, law-abiding citizen;
- Performs all Urine Tests, Sweat Patch Monitoring, GPS tracking, and Enhanced Reporting procedures for participants;
- Manages inventory and purchases supplies for the program;

- Ensures that the Risk and Needs Triage (RANT) assessment is completed on all potential program participants;
- Maintains specialty court databases.

Community Service Work

- Facilitates the ability of clients to complete community service work assigned by the Washington County Circuit Court and District Courts in Washington County;
- Maintains Community Service Programs (i.e. Graffiti Removal, Adopt-A-Highway, Adopt-A-Park, Food for Service program);
- Establishes relationships with area non-profit agencies that allow clients to complete their ordered community service work.

House Arrest

- Supervises clients placed on House Arrest/Electronic Monitoring by the court;
- Meets with each assigned client based on their supervision needs and gathers necessary documentation to confirm client's whereabouts;
- Assesses client's compliance with their House Arrest contract; works with client to resolve problems;
- Maintains the electronic monitoring equipment inventory, responds to equipment problems in a timely manner, and verifies billing;
- Coordinates training on equipment as needed;
- Communicates weekly with afterhours staff regarding active monitoring caseload;
- Ensures that the Risk and Needs Triage (RANT) assessment is completed on all program participants;
- Responsible for coordinating with jail staff for release of those in custody.
- Maintains the House Arrest database.

Pretrial Supervision

- Reviews completed pretrial forms from the jail;
- Runs a criminal history check and scores the pre-trial intake assessment form on adults to determine appropriate recommendations for participation in the pretrial program;
- Monitors pretrial release clients assigned to GPS/Electronic monitoring for compliance;
- Prepares proposed Pretrial release (PTR) orders for the court and responds to pretrial reviews requested by the court;

- Provides written reports to the court updating all parties on the status of the case; meets with the client, and other appropriate parties to develop and review the PTR plans; continues to monitor client progress; makes appropriate referrals for services; holds the client accountable, and assists the client to learn to live as a responsible, law-abiding citizen;
- Maintains the Pretrial database.

SECONDARY FUNCTIONS: Performs other related duties as required.

SUPERVISORY FUNCTIONS: None.

KNOWLEDGE:

- Knowledge of facility policy, procedures; and Arkansas statutes as they relate to the supervision of clients;
- Knowledge of the operation of the court system, including procedures and security;
- Knowledge of response and rewards grids with respect to client recognition and discipline methods;
- Knowledge of appropriate de-escalation techniques and self-defense methods;
- Knowledge of basic arithmetic;
- Knowledge of correct grammar and spelling;
- Knowledge of basic drug identification and drug symptomatology;
- Knowledge of court rules as it applies to searching and drug testing of clients assigned to the program.
- Knowledge of City, County, State and Federal Laws;

SKILLS:

- Skill in analyzing information and evaluating results to choose the best solution and solve problems;
- Skill in establishing and maintaining effective working relationships with co-workers, officials and the public;

ABILITIES:

- Ability to effectively communicate verbally and through written documentation;
- Ability to understand and carry out instructions;
- Ability to analyze situations and to take quick, effective and reasonable courses of action;

- Ability to develop and maintain effective working relationships with all staff, other agencies and the public;
- Ability to understand, write and speak English clearly and distinctly; bi-lingual skills a plus;
- Ability to operate computer equipment;
- Ability to maintain records and make written reports;
- Ability to deal firmly and equitably with clients and families;
- Ability to understand and carry out both oral and written directives;
- Ability to recognize changes in client behavior;
- Ability to recognize threatening symbols, situations, and language.
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COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem solving situations;
- Client Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments;
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things;
- Communication - Listens and gets clarification, ability to read, write and understand instructions;
- Teamwork - Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives;
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time;
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan;
- Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed;
- Innovation - Generates suggestions for improving work;
- Safety and Security - Observes safety and security procedures and reports potentially unsafe conditions; uses equipment and materials properly;
- Ethics - Works with integrity and ethics.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- **Effective Practices in Community Supervision II (EPICS II);**
- CPR/First Aid;
- Mental Health First Aid;
- Background check;
- Certifications as needed to facilitate programs and supervision;
- Valid Driver's License.

REQUIRED EDUCATION/OR EXPERIENCE:

Bachelor's degree from four-year college or university and no experience; or equivalent combination of education and experience.

PREFERRED EDUCATION/OR EXPERIENCE:

Master's degree or equivalent; or four to five years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee may on rare occasion and in emergency situations be required to lift, move, push or pull up to or over 25 pounds with or without the assistance of equipment or another person. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.