

REVISED - 8/99 ~ FOLLOWING RECRUITMENT

SOCIAL WORKER DEFERRED PROSECUTION INTAKE COUNSELOR

DEFINITION

Under general supervision of the District Attorney's Deferred Prosecution Program Director, provide intake and assessment of offenders referred to the diversion unit. Develop contracts, and refer to the appropriate community resources. Provide monitoring and follow-up of cases, provide final determination of case dispositions, and perform related work as required.

EXAMPLE OF DUTIES

Responsible for misdemeanor and felony caseload including sensitive crimes such as domestic violence, elder and child abuse, and sexual assault. Provide intake, screening and assessment of offenders referred to Deferred Prosecution. Develop appropriate contracts and case plans. Work closely with community agencies, treatment personnel, and sensitive crime staff within the district attorney's office such as family violence and sexual assault specialists. Assist victims in obtaining restitution. Provide notification to victims of any significant developments in case status and final disposition. Assist in the coordination and facilitation of offender classes. Maintain complete and accurate records.

EMPLOYMENT STANDARDS

Education and Experience: Bachelor's degree in social work from a Council on Social Work Education accredited institution or a bachelor's degree in a field other than social work and be currently certified as a social worker by the State of Wisconsin. Prefer experience working in the adult criminal justice system.

Knowledge, Skills, and Abilities: Understanding of human growth and behavior. Knowledge of socio-economic problems and the ways these problems affect individuals and families. Knowledge of the adult criminal justice system. Good working knowledge of community health and welfare resources including how to utilize these resources for perpetrators and victims involved in sensitive crimes. Knowledge of complex factors involved in domestic violence. Ability to organize work to most effectively achieve program objectives. Ability to relate to people in an unprejudiced, understanding and empathetic manner. Ability to collect data and maintain case records. Possess good written and oral skills.