

**COMMITTEE FOR PUBLIC COUNSEL SERVICES
PUBLIC DEFENDER DIVISION**

**44 Bromfield Street
Boston, MA 02108
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Position Posting

REGIONAL SUPERVISOR OF SOCIAL SERVICES ADVOCATES

The Public Defender Division of CPCS is seeking applicants for the position of Regional Supervisor of Social Services Advocates (SSAs) for the western region of the state. This geographic area ranges from Worcester to our Pittsfield and Springfield offices. Under the direction of the Director of the Social Services Advocates, the Regional Supervisor will assist in the hiring, supervision, and training of SSAs, and will also have his or her own reduced client caseload.

Responsibilities

The supervisory duties of the Regional Supervisor include:

- regular one-on-one meetings with individual supervisees, as well as group meetings, to ensure quality of services to both clients and referring defense attorneys
- in-the-field supervision, including accompanying supervisees on client interviews, including jails, and in court appearances and court testimony
- overseeing the development of community resource information and relevant clinical research data
- collecting, monitoring, and analyzing caseload statistics to ensure that caseloads are appropriate
- responding to requests for consultation from attorneys in assigned region
- completing annual performance evaluations of assigned supervisees
- assisting in hiring new staff by reviewing applications and writing samples, interviewing applicants, and conducting reference checks
- providing back-up coverage for SSA referrals as needed

The training duties of the Regional SSA Supervisor will include:

- assisting in developing, enhancing, and providing training programs and opportunities, for incoming as well as experienced staff
- assisting in training CPCS staff attorneys

The direct duties of the Regional SSA Supervisor include:

- completing client bio-psychosocial assessments and court reports as requested by the staff attorneys
- providing case management services and referrals to community resources as needed

- all other duties as listed in “Principal Duties and Responsibilities” in the Social Services Advocate job description

Requirements

The following attributes are required for the position of Regional SSA Supervisor:

- a minimum of three years of experience providing social services to clients, including clinical assessments and community referrals
- a master’s degree in social work, psychology, or related field; ability to supervise master level social workers for LICSW licensure preferred
- a demonstrated commitment to the principle of zealous advocacy in the representation of indigent persons in criminal cases
- strong interpersonal, management, and supervisory skills
- strong writing skills and a demonstrated ability to complete required court reports independently
- a demonstrated commitment to the development and training of CPCS Social Services Advocates
- ability to work in a community and defense-oriented capacity, both independently and collaboratively
- commitment to working with a culturally diverse, low-income population
- ability to complete annual performance evaluations in a timely and comprehensive manner

Salary

The salary for this position is commensurate experience.

Application

Interested candidates should submit (1) a resume and (2) a statement of interest (which includes a description of any experience the applicant has as a supervisor or mentor). These two separate documents should be attached to an e-mail directed to ssadvocate@publiccounsel.net.

Applications must be submitted by February 14, 2012 but may be accepted until the position is filled.

This office is an equal opportunity employer.

The agency actively seeks to diversify its workforce.

Date of posting: January 27, 2012