



**DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional social service resource position that works as part of a defense team toward the goal of obtaining a disposition that is in the best interests of the clients. The primary objective of this position is to reduce the number of persons incarcerated and the attendant expense of that custody by providing the courts with viable alternatives to pre-trial detention and incarceration sentences. The advocate frees up attorneys and investigators by identifying and advocating for alternative sentencing programs, i.e. drug and alcohol counseling, referral services, eligibility for release, etc., thereby assisting in the ongoing efforts to relieve jail overcrowding. This position will also assist Attorney's in Family Court work with clients charged with neglect and child abuse and similar type of legal proceedings. The incumbent works directly with clients, the Departments of Probation and Community Corrections, Mental Health and Health, human service agencies, and other governmental agencies to achieve programmatic goals, meeting with them on an ongoing basis to review appropriate candidates for pre-trial release and other programs. Direction and assistance will also be provided to those clients needing immediate intervention for public assistance or public shelter. Work is performed under the general direction of a higher-level administrator. Supervision over the work of others is not a function of this position.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Interviews pre-trial clients and develops a profile of personal issues to determine need and eligibility for an ATI option;
2. Maintains individual caseload and develops mitigation reports, pre-plea or pre-sentence reports, pre-trial release or treatment plans and similar services for specified clients who are at risk of a jail or prison sentence, including those offenders who have violated their conditions of probation;
3. Provides information and referral services to a minimum of 100 additional clients for whom the availability of such information and referral services shall help to assure both a non-incarceration disposition and a more successful adjustment to the community;
4. Works with defense counsel to develop greater awareness and knowledge on the attorney's part of alternative sentencing options;
5. Assesses the client's needs and follows up by locating and making referrals to direct service programs;
6. Develops and maintains effective working relationships with those community based agencies which can provide assessments and necessary services to pre-trial prisoners;
7. May assist clients to access appropriate programs, provide counseling, case management, and advocacy services;
8. May be required to transport or visit clients in various programs or locations;
9. Participates at the weekly meetings with other criminal justice representatives to review appropriate candidates for pre-trial release.

**In the Department of Mental Health**

1. Facilitates stakeholder meetings with law enforcement, treatment providers, attorneys, business owners, officials, and others as it relates to pre-trial diversion from incarceration;
2. Designs, implements, and oversees pre-trial diversion processes;



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**ALTERNATIVES TO  
INCARCERATION (ATI) WORKER**

DATE ADOPTED: 01/01/2000

LAST REVISION: 02/14/2025

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3. Educates community members, businesses, community groups, social service providers, etc on pre-trial diversion processes;
4. Maintains awareness of grant opportunities to support intensive outreach to individuals with unmet behavioral health needs and submits grants applications to secure funds to support this intervention;
5. Actively coordinates with all other systems to fully integrate a prearrest diversion model to engage people who are experiencing homelessness and have unmet behavioral health needs;
6. May be required to transport or visit clients in various programs or locations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of modern theory, structures and practices of the criminal justice system, correctional programs, adult representation, and family court in order to advocate for clients; knowledge and understanding of a harm reduction approach with individuals who have severe unmet behavioral health needs; knowledge of resources available to clients, i.e. drug treatment programs, other medical facilities, counseling programs, job training and job placement programs, other employment opportunities, educational facilities and housing programs to make the most appropriate referral for client; knowledge of social case work for interviewing, case recording and report preparation and to evaluate the rehabilitation potential of clients; knowledge of court functions and procedures to prepare pre-sentencing reports, make recommendations to the court and generally act in client's behalf; skill in locating programs most suitable for clients' needs; ability to communicate effectively, both verbally and in writing, with representatives of various socio- economic groups; ability to work with a wide range of individuals including inmates, clients, clients' families and friends, victims and victims' families, persons staffing community and alternatives to incarceration programs, lawyers, probation officers, judges and others; ability to facilitate meetings and engage with a wide range of stakeholders; ability to deal effectively with criminal offenders and inmates in a jail environment; ability to work with clients who may be severely and persistently mentally ill and/or substance abusers; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the duties of the position.

**MINIMUM QUALIFICATIONS:**

Current licensure as a Licensed Master Social Worker (LMSW) by the New York State Department of Education and two (2) years of full-time paid work experience in the development, implementation and/or supervision of programs or services significantly involved with providing counseling, casework, or legal advocacy services in a probation, parole, social services, psychiatric or medical social work agency or child welfare agency.

**SPECIAL REQUIREMENTS:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT: CSEA</b>	<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>
<b>GRADE: 17</b>	<b>FLSA Code: OT Eligible</b>
<b>REVISION HISTORY: 01/01/00, 03/19/14, 07/17/17, 04/09/18, 2/14/25</b>	