



## DUTCHESS COUNTY CLASS SPECIFICATION

## SUPERVISING ALTERNATIVES TO INCARCERATION (ATI) WORKER

DATE ADOPTED: 1/1/2020

LAST REVISION:

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### **DISTINGUISHING FEATURES OF THE CLASS:**

This supervisory position provides leadership and oversight within the Alternatives to Incarceration (ATI) program, ensuring that staff effectively support the defense team in both Criminal and Family Court matters. The supervisor provides guidance to staff working with attorneys in Criminal Court cases as well as Family Court proceedings involving neglect, abuse, or related legal issues. The role ensures that staff appropriately assess client needs, coordinate services, and facilitate client engagement throughout the legal process. The incumbent establishes and maintains strong working relationships with partner agencies, including Probation, Community Corrections, Mental Health, Health Services, human service agencies, and other governmental entities. This includes overseeing staff as they evaluate candidates for pre-trial release and placement in ATI programs. The position ensures that staff provide timely and appropriate support to clients as needed to promote compliance, stability, and successful program participation. This position differs from that of an Alternatives Incarceration Worker by virtue of the increased supervisory responsibility and the degree of independent judgement necessary in the performance of duties.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Provides supervision to unit staff and interns including assignment of cases, training, and performance management;
2. Participates in hiring, disciplinary actions, and termination decisions;
3. Participates in weekly management team meetings and contribute to departmental policy development;
4. Maintains individual caseload and develops mitigation 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;
5. 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;
6. Works with defense counsel to develop greater awareness and knowledge on the attorney's part of alternative sentencing options;
7. Assesses the client's needs and follows up by locating and making referrals to direct service programs;
8. Develops and maintains effective working relationships with those community based agencies which can provide assessments and necessary services to pre-trial prisoners;
9. May assist clients to access appropriate programs, provide counseling, case management, and advocacy services;
10. May be required to transport or visit clients in various programs or locations;
11. Participates at the weekly meetings with other criminal justice representatives to review appropriate candidates for pre-trial release.



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

Knowledge of supervisory principles and practices, including staff training, coaching, mentoring, and performance evaluation; 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 leading and supporting staff, including assigning work, reviewing performance, and resolving workflow issues; skill in locating programs most suitable for clients' needs; ability to supervise, motivate, and mentor staff to maintain consistent, effective services; 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 Clinical Social Worker (LCSW) by the New York State Department of Education and three (3) years of full-time paid casework experience in probation, parole, social services, psychiatric or medical social work agency or child welfare agency, one (1) year of which must have involved supervision of caseworkers.

**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.

**OFFICIAL USE ONLY:**

COUNTY BARGAINING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: Competitive
COUNTY GRADE: 18	COUNTY FLSA Code: OT Eligible
REVISION HISTORY:	