

## **Metropolitan Public Defender Case Manager Job Description**

The case manager will work closely with the Lead Social Worker to develop and implement success plans for eligible women and young men under the age of 25 with presumptive prison sentences.

### Responsibilities

- Engage with clients after the Lead Social Worker completes an assessment and an initial client success plan.
- Assist Lead Social Worker with implementation, monitoring, and evaluation of success plan.
- Provide information and referral to clients.
- Check-in regularly with client about goals in success plan.
- Meet with clients at the gate when releasing from jail.
- Develop strong connections and coordinate client services with social and health service providers.
- Advocate for clients with social and health services and help clients navigate systems.
- Assist clients with transportation to and from appointments.
- Attend appointments and meetings with clients as needed.
- Document client progress in client database.
- Coordinate services with probation officers, legal assistants, and attorneys.
- Assist clients with crisis management, problem solving, and conflict management.
- Provide mentoring and supportive counseling to clients.

### Required Qualifications

- A minimum of two (2) years of experience with case management.
- Familiarity with substance use disorders and the recovery process.
- Familiarity with the criminal justice system.
- Strong knowledge of and experience working with recovery and social service resources and programs in the Portland area.
- Ability to develop trust and rapport with diverse group of clients, staff, and community partners while maintaining professional boundaries.
- Ability to work independently and as part of a team.
- Ability to gain access to jail facilities.
- Reliable vehicle and driver's license.
- If in recovery, a minimum of five (5) years continuous and documented abstinence from substances with a strong recovery program and system of natural supports.
- Demonstrated ability to provide culturally responsive services to diverse client population.

### Preferred Qualifications

- ACCBO certified CRM (Certified Recovery Mentor) or the ability to obtain a CRM within six months of hire.
- Lived experience with the criminal justice system.
- Training and experience with Trauma Informed Care.

**Please email your resume and cover letter to Kristine Constans at [kconstan@mpdlaw.com](mailto:kconstan@mpdlaw.com)**