

## **Social Services Coordinator Dallas City Attorney's Office – Community Courts**

The Dallas City Attorney's Office is seeking an energetic and highly organized individual with experience in the criminal justice or social work field to serve as a social services coordinator. The social services coordinator is responsible for providing comprehensive case management for participants in the community courts, a unique program that provides restoration to the community where the crime is committed, seeks to rehabilitate individuals, and deters further criminal action.

The duties and responsibilities of this position include, but are not limited to, the following: conducting a risk-needs assessment on all participants of the court; collecting and maintaining participant case files, assessment information, referrals, and other related materials; providing short-term comprehensive case management to participants by following up with participants on a regular basis to formally and informally reassess their needs, coordinate services, and make appropriate referrals; assisting participants with life skills such as time management, job search/placement, and budgeting; identifying new partnerships with social service agencies that can address the needs of the participants; attending community meetings; and coordinating with other internal and external staff and programs to maximize opportunities for participants. Other duties may be assigned.

This position requires a bachelor's degree in social work, behavioral sciences, or related fields or equivalent experience working in social services, probation, or related fields. The candidate needs to be proficient in Office Suite products and must possess a valid driver's license and have reliable transportation. This position sometimes requires working nights and weekends.

Salary is commensurate with experience. The city's comprehensive benefits package comes with the position. This position is exempt from the provisions applicable to civil service, pursuant to Chapter XVI, Section 9 of the Dallas City Charter. Details concerning the Dallas City Attorney's Office are available at [www.dallascityattorney.com](http://www.dallascityattorney.com).

If interested, please send a resume to:

[attresumes@dallascityhall.com](mailto:attresumes@dallascityhall.com)

No phone calls, please