



## PUBLIC DEFENDER'S OFFICE COUNTY OF HUMBOLDT

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March 13, 2019

Humboldt County Department of Health and Human Services  
HEAP RFP c/o Jarod Proffitt  
507 F Street  
Eureka, CA 95501

The Humboldt County Public Defender's Office ("PD's Office") is pleased to submit this proposal in response to RFP #DHHS2019-01, the Homeless Emergency Aid Program.

The experience of PD's Office staff is confirmed by nationwide studies: persons living without homes are more involved in the criminal justice system, and persons involved with the criminal justice system have additional barriers to finding stable housing. The PD's Office represents some of the most vulnerable members of our community, and in its role as advocate wants to assist clients in finding stability. The PD's office affirms the Housing First model, understanding that housing is key to the potential success of all other social, medical, behavioral and other services.

The PD's Office proposes to hire a social worker to work with clients of the PD who are homeless. The social worker will engage with willing, volunteer clients, and work to house the clients and actively connect them to other services. Before and after the client is housed, the client will be linked and engaged to numerous community services and resources to assist with income, employment, health and other needs. The PD's Office has the support of the Department of Health and Human Services ("DHHS") in this pilot; DHHS will provide significant supports including the required clinical supervision and tools and training from the lessons learned by its staff in housing clients with multiple barriers.

The PD's office is also requesting funding to be used as security deposit and up to three month's initial rent for clients, funding to support the additional equipment required by the social worker, and, mileage costs.

The primary contact persons are  
Public Defender, Marek Reavis, and Business Manager, Marie Essig  
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Sincerely,

Marek Reavis, Public Defender

**REQUEST FOR PROPOSALS – NO. DHHS2019-01  
HOMELESS EMERGENCY AID PROGRAM**

**ATTACHMENT A – SIGNATURE AFFIDAVIT  
(Submit With Proposal)**

REQUEST FOR PROPOSALS – NO. DHHS2019-01 SIGNATURE AFFIDAVIT	
<b>NAME OF ORGANIZATION/AGENCY:</b>	Humboldt County Public Defender's Office
<b>STREET ADDRESS:</b>	1001 4 <sup>th</sup> Street, Eureka, CA 95501
<b>CITY, STATE, ZIP</b>	Eureka, CA 95501
<b>CONTACT PERSON:</b>	Primary Public Defender Marek Reavis (Back up Business Manager Marie Essig)
<b>PHONE #:</b>	707-445-7634
<b>FAX #:</b>	
<b>EMAIL:</b>	<u>Primary</u> <u>mreavis@co.humboldt.ca.us</u> <u>Back up</u> <u>messig@co.humboldt.ca.us</u>

Government Code Sections 6250, *et seq.*, the "Public Records Act," define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or agency to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above-named agency and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS 2019-01 and declares that the attached Proposal and pricing are in conformity therewith.

Signature

March 14, 2019  
Date

Marek Reavis  
Name

Date

This agency hereby acknowledges receipt / review of the following Addendum(s), if any  
Addendum # [ ] Addendum # [ ] Addendum # [ ] Addendum # [ ]

**Humboldt County Public Defender's Office**  
**Proposal for a Homeless Emergency Assistance Program (HEAP) Social Worker**  
**Response to RFP #DHHS2019-01**  
 March 15, 2019

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**Humboldt County Public Defender's Office**  
**Proposal for a Homeless Emergency Assistance Program (HEAP) Social Worker**  
**Project Description/Project Design per RFP #DHHS2019-01**

**Project Description**

The Public Defender's Office ("PD's Office") has served indigent clients for decades, including clients who are homeless, chronically homeless, or unstably housed. The PD's office additionally has experience working with persons who are seriously mentally ill, with many clients relying on Social Security disability benefits.

The Humboldt PD Office's staff experience is confirmed by nationwide studies: persons living without homes are more involved in the criminal justice system, and persons involved with the criminal justice system have additional barriers to finding stable housing. According to the United States Interagency Council on Homelessness, as many as 15% of the 11 million people detained or incarcerated in jails every year nationally report having been homeless. The vast majority of clients who are homeless meet the income requirements to receive PD's Office assistance.

The PD's Office strongly affirms the Housing First model and believes that it can break this mutually reinforcing cycle that is detrimental to the health and wellness of individuals involved with the community justice system and to the community as a whole. To that end, the PD's office is requesting funding for:

- a social worker to work with clients to obtain and maintain permanent housing;
- associated equipment to support a new position; and,
- a pool of funding to support securing and maintaining housing including security deposits.

**Project Design**

The goal of employing a HEAP social worker is to house chronically homeless persons involved with the criminal justice system. The Public Defender's office appreciates the flexible nature of the HEAP program, as it has long wanted to undertake better serving its clients while reducing the community and financial impact of socio-economically driven recidivism. Since 1971, the American Bar Association and the National Advisory Commission on Criminal Justice Standards and Goals have recommended that social services be provided in public defender offices<sup>1</sup>. Initial pilot use of the reentry HEAP social worker will be the beginning of the PD's Office expanding services in order to better serve clients and the community while reducing community costs.

The number of PD clients who are homeless currently far exceeds the anticipated capacity of one social worker, creating a large pool of potential clients for the HEAP social worker. The PD's office wishes to use the anticipated positive results to firmly establish and grow an ongoing program to serve larger numbers of clients in the Target Population.

**Client selection Criteria:**

- Eight clients will be identified near the time of social worker hire.
- This seemingly low caseload will allow for approximately 3 to 4 hours a week per client including documentation, face-to-face assistance, and travel time.

<sup>1</sup> (*NLADA Briefcase*, Volume:38, Issue:2, Fall 1981, pages 58-68).



- A minimum of five of the eight will fit the chronically homeless criteria, and the remaining 3 will be homeless, at risk of homelessness, or unstably housed.
- The client must be willing to engage with a social worker in voluntary services and have the capacity to be an active participant in the search for housing.
- Participants from all areas of Humboldt will be eligible for consideration, with the knowledge that many indigent persons involved with the criminal justice system live in the Eureka or Arcata areas due to the availability of services and transportation.

#### Length of services:

- A client will remain an active client in the social worker's caseload until the client has been housed a minimum of three months.
  - Other reasons for leaving the social worker caseload include: client leaves the area, dies, becomes institutionalized/long-term incarcerated, no longer wishes to participate, or, there are safety issues confirmed and approved by the PD department head.
  - Non-compliance with behavioral health treatment, arrest, substance use by those intending to be in substance use disorder recovery, and other instances of perceived "non-compliance" are not reasons to terminate services of the HEAP social worker. In these instances the social worker may check in with the client to ensure they do want continued services.
  - A client can voluntarily choose to stop receiving services from the social worker at any time.
  - It is recognized that clients often need longer-term supports. The role of the PD's Office social worker will be to focus on initial housing and linking the client to multiple and longer-term supports in other agencies and organizations that will enable clients to retain housing.
- At social worker and PD discretion, case management services may be extended beyond three months to ensure the client is very stably housed.
  - Linkage to other longer-term services are critical.
- As clients become housed, the caseload makeup will be up to five not-yet-housed and up to five working on retaining housing, not to exceed ten total.
- As services are only able to be provided until Jun 30, 2021 under the HEAP grant, no new unhoused clients will be assigned to the social worker after March 1, 2021, however see sustainability section below.

#### Total persons served:

- The PD's Office takes to heart the reports of other agencies as to the significant amount of time it takes to house a client. Basic and lengthy steps often need to be taken, for example obtaining Social Security cards and birth certificates. Finding a landlord with a suitable, affordable unit willing to rent to a client with a criminal justice history, who may also have serious mental illness and/or a bad credit history and/or a history of eviction takes significant time, and, in most cases, follow up case management will be required to ensure the person can retain housing.
- Due to the above, the PD's Office wants to reasonably anticipate the total served. It is anticipated that no more than 20 clients will be assigned to the social worker over the 2 year period, with at least 5 securing long-term housing (6 months or more).

Services provided:

- The social worker will primarily focus on working with the client to secure housing, adhering to the Housing First model. Housing assistance includes:
  - Referring to housing programs for which the client is eligible, such as the DHHS Housing Programs unit (funding and services may be available for some with serious mental illness) and DHHS-Housing and Disability Advocacy Program (HDAP) (funding and services for eligible persons not yet receiving Social Security disability benefits).
  - Any housing services that may be available through any of the resources listed below, such as through tribal social services.
  - Finding potential housing, applying for Section 8, help with completing rental applications, working with landlords, securing needed documentation, and other active steps to fully support the efforts to secure housing.
- An initial intake with the client will determine additional client needs, including criminogenic needs.
- The social worker will link the client to DHHS Social Services as appropriate: Medi-Cal, CalFresh, CalWORKs, General Relief, etc.
  - General Relief clients who allege a long-term disability may receive assistance with the Social Security Disability application process
- The social worker will work with client to quickly reestablish Social Security benefits for clients with established long-term disability.
  - If a client has never been determined disabled by the Social Security Administration, they will be referred to HDAP.
- The social worker will link client to health and wellness services: physical health services through Medi-Cal/Partnership HealthPlan of CA/primary care provider, private and public SUD services, and behavioral health services, including DHHS-Mental Health when the client has serious mental illness.
  - The social worker will ensure that clients at a minimum receive an initial assessment by DHHS-Mental Health when there are behavioral, mental health or substance use disorder issues.
- The social worker will link the client to employment and training opportunities, for example the DHHS-Employment Training Division.
- Other referrals will be explored on a case by case basis including (but not limited to): applicable veteran's services, services available through Tribal offices, self-help groups, re-linking to client's religion of choice, and linking or relinking client to available natural supports such as family and friends.
- The role of the HEAP re-entry social worker is not to provide long-term services, it is to ensure that the client is appropriately linked and engaged with all appropriate and available services including other long-term service providers.

The PD's Office affirms the Housing First model. Due to the housing availability crisis in Humboldt and the potential for clients to have multiple barriers, transitional housing options such as the North Coast Veteran's Resource Center or sober living arrangements will be utilized when necessary and appropriate, with the end goal remaining long-term housing. Additionally, some clients may begin the process while in residential substance use disorder treatment if they choose (not as a condition of participation).

### Financial supports:

#### *Pre-Housing*

- Preparing a client to become housed can involve some small costs: paying for certified copies of birth certificates, prior overdue utility payments (must be paid before utilities turned back on), credit checks/rental application fees, etc. It is anticipated that some clients will not have income to cover those costs: A total of \$200 times 20 clients: **\$4,000 total.**

#### *Initial Housing*

- To house clients quickly while income is getting established, security deposits and up to three month's rent may be provided for clients with no income *who are not eligible for other programs.*
  - Clients will first be referred to other sources for housing income and assistance, such as the DHHS Housing Programs unit (funding and services available for those with serious mental illness), DHHS-Housing and Disability Advocacy Program (HDAP) (funding and services for eligible persons not yet receiving Social Security disability benefits), or, CalWORKs for clients with dependent children.
  - Initial security deposit and/or up to three month's rent may be required.
    - Twenty clients at \$2,500 security deposit is **\$50,000 total.**
    - This could also be ten clients assisted with both security deposit and initial rent.

#### *Maintaining Housing*

- If a housed client loses a job or other income, either due to short-term incarceration or other reasons, rent may be paid for up to three months to retain the housing.
  - Fifteen total months (estimate of five clients served for three months) times \$750 rent estimate= **\$11,250 total.**

#### Total Financial Supports:

- The total of **\$65,250** requested will be solely used to secure or maintain housing for clients. If either up-front money or retention money reaches the estimates proposed above, monies can be flexibly allocated between the three pools with total funding not to exceed \$65,250.
- When possible the social worker will help client work with the landlord on potential payment plans, as the funding assistance will be a limited pot and it is **intended to last the entirety of the project.**

### Documentation and Effectiveness

The PD's Office will be documenting the success of the project. The prior three year arrest record of all participants will be obtained, to be compared to the arrest record post-engagement and post-housing. For each client assisted, the social worker will track whether income was obtained (in whatever form) and whether housing was secured, as well as other information described in the paragraph below.

The social worker will provide a written monthly status update to the PD department head, with a copy to the PD Business Manager, beginning August 1, 2019. The status report will include: client status, concerns, challenges, potential assistance, including housing funds, required, etc. In addition, an annual report, beginning July 1, 2020, will be submitted to the PD department head, with a copy to the PD Business Manager, that will contain the following: Progress to date that includes: Total clients served, current status of all clients served (including those that have dropped from the program) demographics of those clients, arrest record post-housing, and date of

appropriate entry into CES and HMIS. The purpose of the annual report is to document the outcomes of each client entered into the program. The social worker and PD department head will determine if modifications need to be made (caseload size, amount of support for initial housing expenses (based on available funds), and other aspects of the program that can be modified without changing the intent of the program in order to achieve better outcomes and in order to continue to build the case for sustainability.

The social worker will commit to learning and using the Coordinated Entry System (CES) and the Homeless Management Information System (HMIS) to program standards. The social worker will be solely responsible for entering information into the Coordinated Entry System or the Homeless Management Information system in a timely manner that satisfies program standards and requirements.

While many large counties have offices staffed with social workers, for example Los Angeles, San Francisco, San Bernardino and Alameda, it is not common for small counties to have re-entry social workers, and the Humboldt PD's office has not yet identified a California small county that has done so. PD has extensive experience with the Target Population, a commitment to serving the population, and a commitment to housing the population. With a lack of an existing model or structure for the PD to adopt, the PD's Office will partner with DHHS to get needed initial support and training for its pilot HEAP social worker.

### Staffing

- The staffing for this project will be a social worker III. The PD's office will use the current county Merit job description for a social worker three to create a non-Merit position of social worker III. The social worker will be an employee of the Public Defender's Office, hired as full-time permanent limited duration (length of grant), as allocated by the Board of Supervisors if the grant application is successful.
  - The Merit social worker III position description is provided as a supplemental document with this application.
- In-kind support is being provided by the Public Defender's Office staff in the form of project management.
- In-kind support is being provided from DHHS in the form of clinical supervision for the social worker if the person holds or is on the path to obtaining licensure. DHHS will also provide training and written material/resources ("housing binder") on proven steps to house chronically homeless persons in Humboldt County. Hands on, on-the-job training via job shadowing for the social worker when they are first hired is being requested of DHHS.

### Staffing supports

The PD's Office is also requesting funds to directly support the social worker.

- A laptop computer, printer, and scanner will need to be purchased.
- The social worker will require a workstation. (The PD's office does not have budgeting or resources to provide desk, chair, etc. but does have space where the social worker can be housed.)
- The social worker will require a cell phone.
- The social worker will require annual training and licenses to access required PD's office programs.



- The social worker will need to have daily access to a vehicle. When transporting clients, a personal vehicle cannot be used and a vehicle will need to be checked out from Humboldt County Public Works Motor Pools.
  - The SW will be reimbursed for miles driven in personal car, and PD will receive reimbursement to offset intra-departmental charges for county vehicle utilization.
- The budget details these above costs to support training, workstation, phone, computer, and cell phone.

### Housing First

In multiple sections of this document the PD's office has referenced its procedural and philosophical adherence to Housing First principles. For further confirmation, the PD's Office does not drug test clients, does not require sobriety, and serves those who are seriously mentally ill without requiring treatment compliance. When working with landlords, the social worker will give their contact information, so if there are concerns (and the client is still a willing participant) the social worker can work with the client to address concerns and prevent eviction.

### Sustainability

Services are be able to be provided until Jun 30, 2021 under the HEAP grant. Documented outcomes will be used to seek continued funding for the position. A 2009 study conducted by the LFA Group evaluated San Francisco's Public Defender's office reentry program and found significant financial savings and improved outcomes. Much of the cost savings will not be direct to the PD's office, for example, staff time savings by the Humboldt County Sheriff's office, Humboldt County Jail, other law enforcement agencies, and court staff. Therefore the PD's Office plans to be strategic in seeking alternative ongoing funding from private and public grants, contributions from partners who do see cost savings, and competitive criminal-justice related funding sources such as Measure Z and Community Corrections partnership AB109. Additionally the PD's office will seek information from other county Public Defender Offices with social workers to find out how the program is funded.

### Conclusion

The PD's Office strongly believes, based on available evidence, that addressing the housing needs of its most challenged clients will reduce recidivism, improve the lives of the clients, and reduce community costs. This pilot program will be beneficial not only in the results during the two year process, but in the ability to build a case for a more extensive social worker reentry program. Partnering with DHHS to learn the basics of housing the chronically homeless and learning about the numerous community resources for referral and linkage will benefit all staff in the PD's office as the new social worker will be able to compile and share information about appropriate community referrals and assistance, improving services for additional PD's office clients. This pilot for a HEAP social worker is a natural fit for the PD's Office, and reflects the commitment to Housing First principles, trauma-informed practices, collaboration, innovation, and creating a safer and better community.



Social Worker III (MSS)

Class Code:  
0727

Bargaining Unit: AFSCME - White Collar

COUNTY OF HUMBOLDT  
Established Date: Jul 1, 2003  
Revision Date: Mar 13, 2017

## SALARY RANGE

\$21.97 - \$28.19 Hourly

## DEFINITION:

Under general direction, the Social Worker III carries a difficult caseload involving the determination of need for basic social services functions for applicants or clients; performs social studies and assignments involving individualized treatment and specialized application of casework methods and skills; provides comprehensive casework services of a tangible nature; and performs other related work as assigned.

**Social Worker III** is the advanced journey level in the Social Worker series. Incumbents are normally assigned a selected caseload of the more difficult cases and when needed are given supervisory consultation in development of treatment plans. They may also be assigned to a specialized function requiring a high degree of perception such as a special problem caseload or they are assigned to a specific geographic or functional area such as Court Investigations, Family Maintenance/Reunification, Emergency Response, Child/Adult Protection, or Foster Care. A Social Worker III may act as a lead worker to other social service workers. Incumbents are expected to work independently.

**Social Worker III** differs from Social Worker II in that the former receives the more difficult assignments requiring greater skill and depth of job knowledge in assessing problem situations and formulating plans for services. Incumbents normally work with a high degree of independence of action in administering services and in making use of agency or community resources. Social Worker III differs from Social Worker IV-A/B in that the latter is the most experienced worker and requires both advanced education and social work experience.

## SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Social Worker III classification receive general direction from a Social Worker Supervisor or other higher-level manager or deputy director, and may act as lead worker to lower classification working in the same program area.

## EXAMPLE OF DUTIES:

Duties may include, but are not limited to, the following:

- Carries a caseload of more difficult types of social services cases requiring a high degree of technical competence, such as situations where environmental forces affect family life
- Receives and responds to reports of suspected abuse; obtains information from reporters; personally investigates and assesses situations to protect vulnerable adults and children and recommends alternate placement; may provide information to law enforcement or district attorneys; may be required to work on-call; may testify in court
- Performs case studies and evaluates individual and family case information to assess the safety of children and adults; determines appropriate types and methods of treatment

- Develops and carries out social treatment plans for an assigned caseload; ensures all services are delivered in a respectful, culturally sensitive and appropriate manner and in conformance with agency, state and federal requirements; assists clients and family members to develop strategies to accomplish case plan goals
- Counsels or provides guidance and support to individuals and/or families with more complex or specialized needs including Adult Protective Services, crisis intervention, special medical or legal needs, and other social services
- Refers clients to other staff members or to community resources for direct and intensive services and specialized counseling; advocates on clients behalf for most appropriate services including enabling services
- Makes a diagnosis of client problems and follows through with the social treatment plans with a high degree of independence
- Interprets policies, rules, and regulations to client, applicants, and others
- May act as a lead worker to a small group of social service workers or service employees
- Assists applicants and recipients in utilizing available resources for individual needs
- Makes home visits in connection with casework assignments
- Develops and prepares court report, case plans, case narratives and safety plans in automated computer systems
- Enters and retrieves data and narratives from automated computer systems
- Prepares and maintains case records and databases; communicates decisions, timelines, recommendations and case plans to clients, families and service providers
- Participates in in-service training and other staff development activities to increase knowledge of the social work processes and achieve technical competence
- Receives casework consultation from professionally trained staff members
- May be required to testify in court
- Works with community organizations and makes referrals to outside resources
- Provides self-help information, education, and services; works with clients and caregivers to develop and improve caregiving and independent living skills
- Obtains and evaluates police, medical, and psychological reports
- Maintains client confidentiality; performs all duties in conformance with the National Association of Social Workers (NASW) Code of Ethics
- Performs related duties as assigned

#### **QUALIFICATIONS:**

##### **Knowledge of:**

- Principles and practices of organization, workload management and time management
- Principles and practices of note taking, report writing, and English composition, grammar, punctuation, and spelling
- Phone etiquette and interview techniques
- Socio-economic conditions and trends
- Basic principles of individual and group behavior
- Current issues in the field of social welfare
- Principles of analysis and problem-solving methodology
- Basic public welfare programs on the Federal, State, and local level
- General principles of public assistance policies and programs
- Principles and techniques of interviewing and recording of social casework
- Laws, rules, and regulations governing the operation of the public welfare agency and the role and responsibilities of a social worker
- Community organization and the social problems calling for the use of public and private community resources
- Current problems and methodology in the field of public social services
- Medical, legal, economic, and social management needs of individuals and families with special medical needs such as HIV disease, drug dependency, the medically fragile child, Alzheimer's, and the terminally ill
- Strategies and protocols surrounding crisis intervention techniques such as voice modulation and assessing the potential for suicide
- Psychopathology, the different types of mental illness diagnoses, how mental illness affects human behavior and mental health services and treatments utilized by clients
- Signs, stages and dynamics of abuse, and the effects of abuse on child/adult development and behavior
- Signs and symptoms of alcohol and drug use/abuse in adults and children and the effects on families
- Standards for maintaining clients safely in home; options for placement; effects of removing clients from unsafe situations

##### **Ability to:**

- Communicate effectively with others in writing, in person and over the telephone
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses
- Perform job duties under stressful conditions
- Respond appropriately to situations
- Maintain confidential information in accordance with legal standards and/or county regulations
- Understand and apply the agency program, policy and procedures
- Obtain facts and recognize the relevance and significance
- Organize and maintain work detail
- Establish and maintain effective working relationship with agency staff, clients, and outside organizations
- Analyze situation and adopt effective courses of action
- Apply the principles of psychology and family relationships to engage individuals and families in social services
- Recognize signs of abuse for children, elderly and dependent adults; assess risk factors and potential dangers to clients
- Apply existing laws, rules, and regulations to welfare department operations
- Interpret and explain to applicants, recipients, or others public social service programs, policies, rules and regulations
- Develop skill in interviewing case, recording, and interpretation
- Work within a community setting and effectively use appropriate resources and services
- Maintain confidentiality in accordance with legal standards and/or county regulations
- Communicate effectively both orally and in writing
- Operate a personal computer and other office equipment and related software
- Act appropriately in emergency and stressful situations
- Interact professionally and respectfully with clients including difficult, hostile, or distressed clients
- Respect cultural differences
- Work with difficult or complex cases/clients including clients with dual diagnoses, potentially dangerous clients or legally complex cases
- Analyze data from multiple sources, interpret and apply complex directions, rules, policies, procedures and regulations, and develop appropriate responses

#### **MINIMUM QUALIFICATIONS (Education and/or Experience)**

Pattern 1: One (1) year of full-time experience performing journey level social work case management in the Social Worker II classification in an Interagency Merit System (IMS) county;

**OR**

Pattern 2: Two (2) years of full-time social work case management experience in a public or private agency; **AND** Thirty (30) semester units (45 quarter units) from an accredited college or university, including fifteen (15) semester units (22.5 quarter units) in social welfare, social/human services, sociology, or other social or behavioral science;\*\*

**OR**

Pattern 3: Bachelor's degree and successful completion of twenty-four (24) semester (36 quarter units) of a Master's degree program in Social Work, or a Counseling program from an accredited college or university, emphasizing Marriage, Family and Child Counseling or Marriage and Family therapy, Gerontology or Clinical Psychology; **AND** Twelve (12) months of social work case management experience.\*

\*Qualifying social work case management includes direct case work management, such as: assessment, evaluation; conducting investigations of abuse and neglect; preparing court reports; responsibility for a long term caseload, monitoring compliance through home calls and other personal contact; collaboration with other agencies and linking clients to resources and programs; development of a case plan, modification of case plans as needed/required; and authority to impose sanctions or implement actions that impact services.

\*\*Examples of acceptable social or behavioral science courses include: anthropology, criminal justice, education, ethnic studies, history, human development, law, human services, nursing, nutrition, psychology, public health, social welfare, sociology, welfare, women's studies.

#### **DRIVER LICENSE REQUIREMENT**

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing

authority.

## Humboldt County Public Defender's Office HEAP proposal

### PROPOSED BUDGET

<b>A. Personnel Costs</b>	
<i>Formula for salary calculations and any benefits should be clearly identified</i>	
Title: Social Worker III Hourly Rate of Pay or Salary Calculation: \$24.51 - hired at Step C - Year One Duties Description: Develop and carries out social treatment plans to provide homeless emergency aid programs to eligible public defender clients.  *The annual amounts include wages and benefits using the County of Humboldt benefit costs including health, dental, life, retirement, PARS, and workers compensation costs. Health Insurance calculated presuming family coverage - depending on individual hired for position, actual health insurance cost could be less.	93,534
Title: Social Worker III Hourly Rate of Pay or Salary Calculation: \$24.51 - hired at Step C - Year Two	99,515
<b>Total Personnel Costs: \$ 193,049</b>	
<b>B. Operational Costs</b>	
Item: Cell Phone - \$500 initial cost - \$100 mo for 24 months Description:	2,900
Item: Sustain License - 925 per year - Will allow social worker to tract client criminal matter status Description: Fee for one user to access Humboldt County Superior Court records	1,850
Item: Pre-Housing Costs - \$200 x 20 clients Description: Costs incurred in preparing a client to become housed, i.e., certified copies of birth certificates, credit check/applications fees, outstanding utility bills, etc.	4,000
<b>Total Operational Costs: \$ 8,750</b>	
<b>C. Supplies/Equipment</b>	
Item: Dell Laptop Computer - Including APC Backup Battery (required) Description:	1,900
Item: HP Laser Printer Description:	925
Item: High Capacity Scanner Description: The Public Defender strives to maintain all client files electronically - Scan receipts, check requests, documents. All check requests or requests or reimbursements are submitted electronically	925
Item: Desk/workstation Description: Purchase of one desk/chair/ and two panel dividers to create private workstation for social worker	2,000
<b>Total Supply/Equipment Costs: \$ 5,750</b>	
<b>D. Transportation/Travel (<i>Travel expenses must follow Humboldt County Travel Policy Limits</i>)</b>	
Item: Use of County Vehicle - (100 miles per week max x 50 weeks per year) Description: Necessary for Social Worker to transport clients to appointments, etc. and for in regular in-home visits after clients obtain housing.	\$ 5,800
<b>Total Transportation/Travel Costs: \$ 5,800</b>	
<b>E. Other Costs</b>	
Item: Training/Education/Memberships Description: 2500 per year	\$ 5,000
Item: Rental Deposits: \$2500 x 20 clients Description: Allow clients to meet required security deposits for rental housing	\$ 50,000
Item: Emergency Rent: 3 mo maximum @ \$750 per mo - 15 clients Description:	\$ 11,250
<b>Total Other Costs: \$ 66,250</b>	
<b>Grand Total: \$ 279,599</b>	