



# Golden Gate Regional Center

Serving people with developmental disabilities since 1966

## FORSENIC SOCIAL WORKER SAN FRANCISCO OFFICE (JOB NO: 373)

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### ABOUT THE AGENCY

Golden Gate Regional Center is a non-profit that provides assistance to allow developmentally disabled individuals to lead independent and productive lives. We offer competitive pay, outstanding benefits, and a dynamic work environment. We have over 200 employees located in San Francisco, Corte Madera and San Mateo.

### ABOUT THE JOB

Under the direction of the Chief Regional Center Services, this position works with people served in all three counties on a weekly basis who are incarcerated in local jails providing assistance in legal matters which may involve court appearances, assessments, court reports, recommendations for conservatorships, 6500 petitions, and other related reports which may be requested from the legal system. This position also acts as an internal resource to other Social Workers and staff within the agency. Candidates must have access to reliable transportation permitting travel to and between many different locations throughout the day in order to perform the outlined responsibilities of the position.

### DUTIES

- ◆ Agency resource
  - Serve as a resource for the Agency of specialized knowledge and skill in the area of forensics
  - Understand the various roles (district attorney, public defender, etc.) and structures (probation department, etc.) within the court system
  - Keep up-to-date with new policies and laws that impact forensics
  - Maintain database of information easily accessed by others
  - Develop and conduct trainings internally for social workers; bring in outside experts to share information and educate on the legal system and the basics of criminal court
  - Educate on the Legal System and the basics of court proceedings
  - Conduct and further develop existing training material for court officials to build positive relationships between the legal and regional center systems
- ◆ Social worker support
  - Work with social workers to problem solve cases with the intent of reaching outcomes for clients
  - Partner with social workers in court related cases; serve as lead in court appearances as needed
- ◆ Client and family support
  - Educate and inform clients and families as to what to expect in a court situation
  - Manage court assessments and cases and keep clients informed throughout process
- ◆ Project over site and paperwork
  - Manage deadlines for court dates and ensure that all paperwork is processed and handled in a timely manner

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[www.ggrc.org](http://www.ggrc.org)

875 Stevenson St., 6th Floor  
San Francisco, CA 94103  
(415) 546-9222

3130 La Selva St., Ste 202  
San Mateo, CA 94403  
(650) 574-9232

5725 Paradise Dr., Bldg. A Ste 100  
Corte Madera, CA 94925  
(415) 945-1600

- Coordinate and organize all paperwork associated with court cases and reports
- Write reports with detailed and accurate information
- Miscellaneous paperwork
- ♦ Outreach
  - Develop a network of expertise within the legal community to have access to information not easily accessible
  - Collaborate with attorneys regarding cases; gather information and seek legal advice
  - Develop relationships with judges and court officials and learn what is needed to be successful
  - Educate community and individuals within the legal system regarding the Regional Center's mandates and responsibilities
- ♦ Advocate for client/family to reach a reduced court time, lesser sentence, placement in specific programs etc.
- ♦ Organizational Support
  - Participate in staff and other internal meetings and task forces as assigned
  - Participate in community meetings and activities
- ♦ Participate in special projects, and assist with additional duties or tasks, as assigned
- ♦ Maintain all client information as confidential in compliance with the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Lanterman Act

## EDUCATION AND EXPERIENCE

- ♦ Bachelor's Degree in Social Work, Criminal Justice or related human services field (Graduate degree preferred)
- ♦ Prior professional experience in the criminal legal system
- ♦ Knowledge of judicial issues such as those pertaining to conservatorships, 6500 petitions, and Penal Code Sections 1369, 1822 and 2020.410 to 2020.440
- ♦ Fluency in Spanish preferred including:
  - ♦ Thorough knowledge of colloquial and relevant technical/functional terminology
  - ♦ Ability to be speak clearly and be understood by native speakers
  - ♦ Ability to understand relevant spoken/written dialects in Spanish, as appropriate
- ♦ Ability to be able to convey complex information and ideas in a clear, concise words
- ♦ Ability to write with legal terms, do accurate report writing, and develop standard business communications, using proper grammar, spelling and punctuation
- ♦ Ability to operate basic office equipment
- ♦ Basic familiarity with MS Word®, MS Excel®, MS PowerPoint®, MS Outlook® or similar software applications
- ♦ Work experience with developmentally disabled with case management experience desired
- ♦ Experience in multi-cultural settings and/or multi-lingual capacity

Salary: \$3,000/month (Bachelor's Degree); \$3,500/month (Master's Degree).

Candidates may apply for positions by sending their resumes and cover letters to <https://home.eease.adp.com/recruit/?id=513562>. Please specify the job number of the position for which you are applying in the subject line of the email. GGRC is an equal employment opportunity employer.

No phone calls or faxes accepted.

7-10