Partner Organization Name: Orleans Public Defenders

Corps Member Position Title: Program Design and Evaluation Coordinator

Supervisor: Max Lurye

Days/Hours of Service: M-F 9:00 am - 5 pm

Physical Location: 2601 Tulane Ave

Organization Mission and/or Goals:
Dignity, Justice, Hope

Program Mission and/ or Goals:
The mission of The Orleans Public Defenders (OPD) office is dignity, justice, hope. We fight for our clients by providing excellent holistic, client-centered representation for all indigent criminal defendants in Orleans Parish. Corps members will work within the Client Services Division (CSD) at OPD. CSD provides a broad range of services to mitigate the significant consequences of incarceration and/or arrest of the individual, the families affected, and the community as a whole by connecting clients with services to prevent future contact with the criminal legal system.

Member Position Summary:
The Client Services Division (CSD) offers individualized services to clients as an alternative to incarceration. The Program Design and Evaluation Coordinator will serve to increase the capacity of a special program within the division, the Pretrial Release Advocacy Team. The purpose of this team is to help clients get out of jail and stay out of jail by connecting them to treatment, social services, and community resources.

As Program Design and Evaluation Coordinator you will learn to evaluate the program and provide meaningful feedback that will help our social workers, advocates, and attorneys as they advocate for our clients. Throughout the year, you will learn the role of each of the members on the team by shadowing and serving clients directly though meaningful service activities. You will gain experience with evaluating clients’ needs, addressing clients’ needs through service planning.
**Member Impact**

Our client’s most pressing concern is getting out of jail with adequate support so that they can stay out. Often, this support comes in the form of treatment for substance-abuse, mental health, or other chronic conditions. Other times, the support is focused on social needs such as housing, employment or education. Our team is dedicated to providing that support and advocating for our clients’ release. We meet each client, conduct detailed assessments, create a plan that addresses their needs, and use that plan to advocate for their release. Our social workers and advocates develop lasting relationships with our clients so that we can help them implement their support plans. As an AmeriCorps member, your contribution will be to increase the capacity and effectiveness of this program. You will learn about the different activities required to support clients through direct service. But you will also learn to evaluate and provide feedback to the program so that it can become more efficient and serve more people in the community.

**Essential Functions of Position:**

As the Corps member serving within the Client Services Division, you will perform tasks essential to building capacity of our social work and advocacy teams. Essential tasks include reviewing client profiles according to specific criteria identified by OPD to determine the appropriate range of services. This task is essential for you to make recommendations about the range of services offered to each client. You will also be expected to review client data in order to design reports that evaluate the quality and quantity of services provided. Data review is essential because you will use these reports to make recommendations for updates to our operations with the goal of increasing capacity. Finally, you will learn from our experienced team of social workers and advocates by shadowing and eventually working with clients directly in order to gain hands on experience that will inform your evaluations and recommendations.

**Skills, knowledge and trainings the corps members should expect to gain from this position**

Working for a law office provides many opportunities for gaining experience through on the ground advocacy. You will learn valuable writing and evaluation skills such as writing project proposals or letters of support for clients. As a member of the office, you will have access to frequent trainings on a wide variety of topics from mental health to immigration advocacy. Making connections with other services in the city is a large part of any role at OPD and you will have plenty of opportunities to build your professional network through your role.
Ideal Candidate Qualifications

The Program Design and Evaluation Coordinator must have a high school diploma, with a college degree preferred. Previous education or experience in the legal or medical fields would be helpful but certainly not required. All Corps members should have an excellent working knowledge of various software programs, including but not limited to Microsoft Word, Excel, Outlook; Google Documents, and PDFs, as well as being comfortable and adept at learning new software programs such as OPD’s case management system, the Sheriff’s data management system, etc.

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Required Transportation Requirements (ex: own vehicle or able bike to site)

There are no direct transportation requirements. As long as you can make it to the office (by any means necessary), you will be able to carry out any of the activities.