

**SKAGIT COUNTY PUBLIC  
DEFENDER  
121 Broadway  
Mount Vernon, Washington  
98274**

**REQUEST FOR  
QUALIFICATIONS  
Case Manager / Mitigation  
Specialist  
Social Work Services**

Skagit County Public Defender represents indigent clients in Skagit County District Court, Superior Court, and Juvenile Court. Our Office represents adult and juvenile clients facing misdemeanor criminal charges, felony criminal charges, juvenile status offenses, civil contempt of court, and civil mental health involuntary treatment commitments. Our office is located in Mount Vernon, WA.

We are seeking Case Managers and Mitigation Specialists to work with our office as independent contractors. Case Manager and Mitigation Specialists services can include, but are not limited to:

- Jail release planning;
- Information and referral of clients to social programs in the community;
- Connecting or referring clients to services including, but not limited to:
  - mental health treatment, substance abuse treatment, DV treatment, anger management treatment
  - DV panels, DUI panels,
  - housing,
  - VA benefits, SSI, SSDI, food stamps, food banks
  - Apple Health or other medical insurance, medications
  - employment services, developmental disability services and
  - public transportation.
  - And other services
- Advise attorneys and clients about resources in the community and be knowledgeable and apprised of these resources.
- Conducting mitigation work to include, but not limited to:
  - client interviews, witness interviews, summaries of witness interviews
  - obtain, review and summarize records, write mitigation reports, testify in court if requested.

The Contractor agrees to provide Case Management and Mitigation Specialist services as requested for clients with adult and juvenile cases, including misdemeanor and gross misdemeanor cases, class A, B and C felony cases; Involuntary Treatment Act cases; involuntary alcohol commitment cases; civil contempt cases; at-risk-youth cases (ARY); and children-in-need-of-services cases (CHINS).

Strong, professional communication skills are essential, both to communicate with our office and the public that you interact with on our behalf. Case Management and Mitigation contractors work closely with the attorney requesting the services.

Skagit County Public Defender contracts with one Case Management and Mitigation Specialist. We are currently working to expand our Case Management and Mitigation pool.

## Compensation:

Case Management and Mitigation Specialists are compensated at \$50-75 an hour, depending on qualifications and licensure. Out of pocket expenses and mileage will be reimbursed. Case Management and Mitigation Specialists are expected to invoice their services monthly and are typically paid within 30 days. Contractors who work with us are not guaranteed a minimum amount of hours or work. While no minimum work is guaranteed, Case Management and Mitigation Specialist who work with us often work between 20-100 hours a month. Work is assigned based on your availability, responsiveness, experience, quality of work product, and quality of communication.

## Minimum Qualifications:

- High School Diploma or GED.
- Ability to refer, identify, locate and connect client with community resources to meet their social needs.
- Understand Substance Use Disorders and Mental Health Disorders
- Ability to motivationally interview clients to encourage them to connect with community resources
- Ability to meet with clients and other witnesses at the Skagit County Public Defender Office, the Skagit County Jail, and in the community.
- Maintain Professional Liability Insurance or Surety Bond or ability to get insurance or surety by the start date.
- Commitment to using cultural humility and culturally appropriate practices to work with clients from all strata of social classes and identities to include but not excluding clients from the LGBTQIA+ community, clients of different races, religions, and ethnicities, and other marginalized groups.
- Commitment to client centered advocacy.

## Desired Qualifications:

- Holds a bachelor's degree in social work or a related field from an accredited university.
- Familiarity with criminal court proceedings and alternatives to traditional prosecution.
- Familiarity with crisis intervention and referral services.
- Ability to collaborate successfully with a variety of different professionals and stakeholders.
- Experience working with clients impacted by substance use disorder.
- Familiarity with and proximity to Skagit County.
- Individuals with master's degrees and/or relevant professional licenses may be compensated at a high rate of pay.

## RFQ Process:

If you are interested in contracting with the Skagit County Public Defender, please submit the following:

- a letter of interest, outlining your experience and qualifications
- a writing sample, nonacademic writing preferred.
- copy of your resume
- contact information for two professional references

## Submit to:

Jeri Chavez, Director  
Skagit County Public Defender  
[jerib@co.skagit.wa.us](mailto:jerib@co.skagit.wa.us)

Skagit County reserves the right to amend this Request for Qualifications and reserves the right to refrain from contracting with any and all applicants. This Request for Qualifications does not obligate Skagit County to contract for the services specified here.