

Innocence Project of Florida – Social Worker

November 4th, 2024

The Innocence Project of Florida, Inc. (IPF) is seeking a Social Worker with a demonstrated passion for social justice. The Social Worker position will be a full-time case management position in a flexible/hybrid environment (remote and in-office) based in Tallahassee, FL, and will report to the Director of Transition Services. The Innocence Project of Florida is a 501(c)(3) non-profit legal defense organization dedicated to representing individuals in Florida's prisons who can prove their innocence through the use of DNA testing and other newly discovered evidence. IPF is the premier criminal justice organization in Florida and has helped secure the release of numerous individuals who collectively spent over 772 years in prison for crimes they didn't commit.

ESSENTIAL JOB FUNCTIONS:

The Social Worker will work within the Transitional Services Department to conduct comprehensive social work case management (SWCM) directly with IPF clients. Specifically, the Social Worker will be required to:

- Actively supports, represents, and extends the mission, vision, and values of the organization.
- Manage pre-release and post-release processes, including coordinating travel, securing housing, and ensuring basic client needs are met in accordance with program guidelines.
- Provide core reintegration services and individualized support for newly released individuals including jail or prison visits (as needed), intake, needs assessment, and SWCM in accordance with the IPF transitional program requirements.
- Develop a detailed post-release transitional plan in collaboration with clients to outline specific actions and timeframes to address needs of individuals in accordance with the IPF transitional program requirements.
- Complete social service referrals including referrals depending on eligibility to the Social Security Administration, DCF benefits, Medicaid, housing benefits, SSI/SSDI benefits, school enrollment, emergency food, ESOL classes, legal services, etc.
- Use a strengths-based approach to ensure IPF clients are provided with the tools they need to meet their goals objectives, and assess and monitor progress, modifying initial reintegration plans as necessary.
- Ensure all IPF transitional program requirements are met in a timely and accurate manner to meet short-term and long-term goals for client's well-being and independence.
- Advocate for and with clients regarding benefits acquisition, employment, immigration documents, and other services, and intervene as necessary.
- Maintain and update IPF transitional program rosters, electronic case note systems and physical case files throughout the service period using various internal and external databases. Write detailed case notes in a timely manner and maintain copies of documents and reports in case files.
- Write and submit reports as required; compile and report statistical data as needed.
- Manage and track client direct assistance disbursements within the allowable parameters and program guidelines within each case, program, and designation.
- Participate in outreach by developing relationships with third-party referral organizations and service providers to best serve IPF client needs.
- Perform work with clients in the field to ensure services are obtained.
- Participate in program meetings, staff development activities, case conferences and other duties as assigned.
- Work as part of the IPF team to provide comprehensive trauma-informed, strength-based services to clients through coordination of cases and effective communication between team members and departments.
- Occasionally attend local, state, and national meetings or conferences.

- Other duties as necessary.

QUALIFICATIONS & EXPERIENCE:

- A Bachelor's degree in social work (BSW) from a college or university accredited by the Council on Social Work Education (CSWE) is required and a minimum of 2 years case management field experience, OR a Master's degree in social work (MSW) with willingness and ability to obtain clinical social worker state licensure.
- Highly motivated self-starter with strong problem-solving skills combined with the proven ability to multi-task, prioritize duties, and manage time effectively.
- Excellent organizational skills, oral and written communication, and interpersonal skills.
- Ability to manage deadlines and high-volume communication in a fast-paced environment.
- Proficient in Microsoft Office applications (Word, Excel, Outlook, SharePoint, etc.)
- Ability to work and communicate effectively and sensitively in a multicultural environment.
- A Florida Driver's License in good standing.
- Fluency in Spanish or Haitian Creole is a plus, but not required

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position that will require working with underserved adults having a significant history of wrongful incarceration in the state of Florida. Days and hours of work are generally 9:00 a.m. 5:00 p.m. Monday – Friday, though the Case Manager may need to field after hours calls from clients in conjunction with the Director of Transition Services. Position requires a willingness to travel as needed to jails/prisons to meet with IPF clients.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to travel occasionally throughout Florida.
- Remain in a stationary position at a workstation and use a computer approximately 80-90% of the time, with approximately 10-20% of the time spent in the field.
- Position will have a hybrid work schedule.

COMPENSATION:

The anticipated salary range for this position is \$45,000-\$55,000

BENEFITS:

Besides being afforded the opportunity to work in an exciting, dynamic and collegial small-office environment, the Social Worker will receive fully paid health, dental, and vision insurance, short- and long-term disability coverage, life insurance, access to a 403(b) retirement plan upon hire with a 3% contribution from IPF, and a generous vacation and sick time allowance.

HOW TO APPLY:

Please submit resume, cover letter, and list of references to application at www.floridainnocence.org/employment