

Innocence Project of Florida – Transition Services Specialist

June 15, 2026

The Innocence Project of Florida, Inc. (IPF) is seeking a Transition Services Specialist with a demonstrated passion for social justice. The Transition Services Specialist position will be a full-time position and will be based in Tallahassee or another major Florida locale. 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 a premier criminal justice organization in Florida and has helped secure the release of 38 individuals who collectively spent over 885 years in prison for crimes they didn't commit.

ESSENTIAL JOB FUNCTIONS:

The Transition Services Specialist will work within the Transition Services Department to deliver comprehensive client-centered case management and reintegration services directly to IPF clients. Specifically, the Transition Services Specialist will be required to:

- Actively support, represent, and extend 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.
- Work with IPF attorneys to identify client needs, particularly those of incarcerated clients, to ensure services are provided in a comprehensive and timely manner.
- 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.
- Assist with the expansion of clinically informed services that support client stability, resilience, and successful community integration.
- Use a strengths-based and trauma-informed approach to ensure IPF clients are provided with the tools they need to meet their goals and objectives, assess and monitor progress, and modify reintegration plans as necessary.
- Provide emotional support, active listening, crisis intervention, and client-centered guidance to address barriers to successful reintegration and promote overall well-being.
- Administer and monitor client financial assistance in accordance with organizational policies and ensuring appropriate documentation and timely distribution of resources to meet client needs.
- 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.
- Participate in outreach by developing relationships with third-party referral organizations and service providers to best serve IPF client needs.
- Participate in program meetings, staff development activities, case conferences and other duties as assigned.
- Work collaboratively with other IPF staff members to coordinate services, share relevant

- information, and ensure comprehensive support for clients.
- Occasionally attend local, state, and national meetings or conferences.
- Other duties as necessary.

QUALIFICATIONS & EXPERIENCE:

- A Master's degree in social work (MSW) and 2-3 years professional experience is preferred; candidates with a Bachelor's degree in social work (BSW) and 5-7 years of relevant experience may be considered. Other candidates with relevant backgrounds and professional experience are encouraged to apply.
- Candidates with LCSW or other Florida clinical licensure are encouraged to apply.
- Experience working with justice-impacted individuals or other vulnerable populations preferred.
- Knowledge of reentry services, community resources, housing programs, workforce development programs, and social service networks preferred.
- Experience providing crisis intervention, de-escalation, and support to individuals experiencing mental health, substance use, housing, financial, or other life challenges.
- 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 Transition Services Specialist 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 \$70,000-\$80,000

BENEFITS:

Besides being afforded the opportunity to work in an exciting, dynamic and collegial small-office environment, the Transition Services Specialist 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