

The Federal Defender Program, Inc., (hereinafter "FDP") is a Georgia non-profit organization which is fully funded by the Administrative Office of the United States Courts. We are not a government agency, and as such, are not government employees. The office contracts with the Administrative Office of the United States Courts to provide legal representation to indigent persons charged with federal crimes in the Northern District of Georgia. The Northern District encompasses Atlanta, Gainesville, Newnan and the Rome Divisions of the United States District Court. Below is a description of the job opening.

**TITLE: Trial Unit Social Worker**

**APPLICATION DEADLINE: 5:00 p.m., Monday, October 16, 2017**

**SALARY:**

The salary for the position falls within a range of \$34,454 (JSP-5, Step 1) to \$52,204 (JSP-9, Step 1). The salary of the successful applicant will be commensurate with the person's qualifications and experience. The benefits offered by the FDP are: health, vision, dental, disability, life insurance, and a 401(k) retirement plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**POSITION REQUIREMENTS:**

Minimum qualifications for this position are college degree from an accredited four year college in social work. Experience in the Atlanta Metro area preferred. The position will require travel during work hours, as well possible overnight travel. Valid driver's license and vehicle are required for this position.

**DESCRIPTION OF DUTIES:**

Identifying resources and services in the community for clients needing mental or physical health treatment, housing, employment, obtaining identification documents, transportation, social security benefits, all needs related to re-entering the community after incarceration as conditions of release, or as an alternative to incarceration. Ability to communicate effectively and compassionately with individuals in highly stressful situations. Candidate must also prepare clear and concise written and oral reports, have experience with Word and WordPerfect. Experience in the following is preferred but not required: Adobe Acrobat and Microsoft Excel. Candidates must also be self-starters, dependable, organized, enterprising and able to work independently and well under the pressure of deadlines. Attention to detail is essential.

**HOW TO APPLY:**

A letter of interest, salary history, resume and 3 business/work references can be mailed to: FDP Social Worker, Federal Defender Program, Inc., 101 Marietta Street, Suite 1500, Atlanta, Georgia 30303, or sent by email to: [FDPGAN\\_Employment@fd.org](mailto:FDPGAN_Employment@fd.org), Subject Line: FDP Social Worker. All materials should be bundled into a single PDF document.

The position is contingent on the availability of federal funding.

Only those granted an interview will be contacted.

Current and future positions may be filled from this vacancy announcement.

No phone calls will be accepted regarding this position.

***The Federal Defender Program, Inc., is an Equal Opportunity Employer***