

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: Open until Filled

SALARY:

Based on experience and in accordance with guidelines issued by the Defender Services Office - Range of JSP 7/1 (\$42,678) to JSP 9/1 (\$52,204).

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.. 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 on bond, 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:

Send letter of interest, resume, salary history and 3 work/business references to:

Trial Unit Social Worker
Federal Defender Program, Inc.
101 Marietta Street, N.W.
Centennial Tower - Suite 1500
Atlanta, Georgia 30303

No phone call or emails will be accepted regarding this position.
Only those applicants granted an interview will be contacted.
Current and future positions may be filled from this vacancy announcement.

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

Position contingent upon future funding.