

## **MAIP Part-Time Client Services Specialist Job Description**

### **ABOUT US**

The Mid-Atlantic Innocence Project (MAIP) is a 501(c)(3) organization that works to prevent and correct the conviction of innocent people in the District of Columbia, Maryland, and Virginia. MAIP has one of the highest success rates in the country for exonerating those who have been wrongfully convicted, helping to secure the release or exoneration of 43 men who spent more than 800 years in prison for crimes they didn't commit. MAIP has also helped pass 19 laws that would prevent or make it easier to correct wrongful convictions.

### **ABOUT THE POSITION**

As a small organization, we have lacked resources to support our freed clients with the difficulties they face after release from prison. Thanks to Venable and former MAIP client, Troy Burner, we now have funding to begin that work through the Venable-Burner Exoneree Support Fund. The Client Services Specialist position is a part-time (20 hours per week), endowed position supported by that fund, which we hope to supplement with additional funding.

The Client Services Specialist will report directly to the Executive Director and will be responsible for developing and implementing a Client Services Program that serves to prepare clients for release and ensure that they have the support necessary to thrive upon release. The Client Services Specialist's primary responsibilities will be to develop release plans for incarcerated clients, work closely with newly released clients to secure basic needs, and work with freed clients to assess their needs for ongoing support.

### **ESSENTIAL JOB FUNCTIONS**

#### ***Direct Services***

- Work with the legal team to determine which clients should have release plans.
- Meet with those clients to assess their needs, build rapport, develop, and refine release plans.
- Identify and develop relationships with service providers and family/community members necessary to implement release plans.
- Upon notice of a pending exoneration, facilitate all necessary preparations for release, which may include the provision of clothing, housing, vital documents, food, transportation, cell phone, and other services.
- Continue to work with released clients to ease the challenges of reintegration, developing individualized service and case-management plans.
- Ensure comprehensive client needs assessment for mental health, substance abuse, co-occurring disorders, and medical needs.
- Hold regular meetings and check-ins with clients and conduct appropriate follow up.
- Work closely with MAIP staff, families, friends, and others in clients' support networks.
- Develop effective working relationships with external partners, including other re-entry organizations, community health providers, and other service providers.
- Work to assess the needs of already freed clients, to determine what supports they need and/or want going forward. This may include peer support, advocacy training, or other services.
- Organize exoneree travel to the Innocence Network Conference and ensure that exonerees have the necessary support at the Conference.

### **Organizational & Team Responsibilities**

- Establish and maintain consistent and thorough case files according to established protocol.
- Work with the Executive Director and Deputy Director to identify needs and secure additional funding for the Exonerate Support Program.
- Promptly acknowledge and respond to requests from team members.
- Attend and participate in MAIP events and fundraising/development activities.
- Other MAIP duties, as appropriate.

### **QUALIFICATIONS AND EXPERIENCE**

- Must be licensed as an LICSW in the District of Columbia or have the equivalent license in Maryland or Virginia.
- 2-5 years of clinical experience preferred.
- Must have experience working with those who have experienced trauma and providing trauma-informed care to marginalized communities. An ideal candidate will have experience with incarcerated individuals and/or returning citizens.
- Must have experience managing client crises.
- Experience with peer support groups and crisis intervention training a plus.
- Must have a valid driver's license for some travel to visit prisons and client families throughout the DMV.

### **KEY COMPETENCIES**

- Outstanding interpersonal skills and a demonstrated ability to collaborate and interact with diverse populations and vulnerable/traumatized individuals.
- A positive attitude, a love of problem solving, and sound judgment.
- Demonstrated ability to prioritize tasks, manage multiple projects at a time, and work well under pressure.
- Strong organizational skills, including a well-developed attention to detail and follow-through.
- Ability to develop creative solutions to surmount apparent roadblocks.
- Resilience in the face of adversity.
- Openness to feedback and enthusiasm for learning new skills.
- Enthusiasm for social justice and for MAIP's work, including a demonstrated commitment to public-interest law and criminal-justice reform.

**Salary:** \$25,000

**Benefits:** Retirement plan with employer match; Metrochek participation; generous leave and vacation policies; and a flexible, family-friendly environment.

**Please send your resume, cover letter, writing sample, and references to: [jobs@exonerate.org](mailto:jobs@exonerate.org) no later than February 15, 2023. Incomplete applications will not be considered. No phone calls, please.**

*The Mid-Atlantic Innocence Project considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply.*