

Title: Senior Social Worker
Interim Supervisor: Legal Director
Hours: Full-time, Hybrid office/remote
Pay: Salary, Exempt. \$60,000-\$70,000 DOE & Education



transforming
our community
for over 35 years

Georgia Justice Project (GJP) is looking for a Senior Social Worker committed to a holistic approach to supporting currently and formerly justice-involved individuals. GJP works to lower the number of Georgians under correctional control, reduce barriers to reentry, and improve public safety by supporting individuals and their families, challenging systemic barriers, and working to change the criminal legal system through policy advocacy.

As a senior member of the Social Services team, you will partner with attorneys and support staff to evaluate potential clients, provide services to clients before, during and after their interactions with the criminal justice system, and maintain accurate records on behalf of the client and the organization. The candidate will help coordinate the provision of social service support across all GJP programs – defense, warrant clinic, Metro Reentry Facility, probation, restorative justice, and criminal records – and present GJP’s work to external stakeholders.

Learn more about our 38-year history and current work at [GJP.org](https://www.gjp.org).

DUTIES AND RESPONSIBILITIES

Client Services

- Provide direct services to GJP clients participating in all legal programs, as well as community clients and clients in prison
- Interview, complete assessments and prepare written recommendations for potential clients
- Develop case plans for legal clients in consultation with attorney and client
- Provide individual case management for clients based on assessment and case plan
- Meet with clients regularly to facilitate achievement of goals in case plan
- Provide resources and referrals for client needs
- Maintain documentation of client interactions and progress
- Communicate client progress to attorney
- Appear in court and present status reports for mitigation and sentencing issues in consultation with attorneys
- Assist in planning and executing special events for organization’s clients
- Participate in weekly interdisciplinary status meetings
- Maintain client files and appropriate case notes on all client interactions (utilizing Salesforce)

Mentorship & Collaboration

- Assist in program evaluation and development
- Represent the organization to various communities and stakeholders virtually and in person
- Create content and present on best practices in trauma-informed social services for justice-involved individuals
- Develop and maintain relationships with other service providers to ensure efficient and effective referrals
- Help organize social worker meetings to discuss strategy and best practices
- Support the professional development of junior social workers through mentoring
- Keep abreast of developments and research in the field and share with colleagues
- Assist in supervision of volunteers and interns working with the organization as requested
- Assist other departments in organizational projects as needed and attend GJP functions

- Participate in creating a collaborative, dynamic, and inclusive workplace culture

QUALIFICATIONS

- 4-years clinical social work experience required, 5-7+ years preferred
- Degree from CSWE accredited college, MSW or LCSW
- Skilled at providing trauma-informed case management and training other in implementing best practices
- Demonstrated ability to work cooperatively as an interdisciplinary team member
- Excellent listening, clinical assessment, and written evaluation skills
- Experience with judicial systems preferred
- Experience with substance abuse or mental health disorders
- Case management database proficiency expected, Salesforce preferred
- Working proficiency with Office 365 (Word, Excel, PowerPoint, Outlook)
- Working proficiency with Zoom (MS Teams), Securus a plus

Workstyle Characteristics

- Timeliness and responsiveness to clients
- Team-oriented individual who communicates regularly and openly with colleagues
- Works independently and follows through, comfortable asking questions as needed
- Establishes and maintains collaborative working relationships with diverse partners
- Effectively manages multiple priorities at a fast pace in a non-profit workplace
- Demonstrates discretion and maintains confidentiality
- Strong attention to detail
- Strong communication skills (written and verbal)
- Able to work occasional evenings or weekends for client emergencies and special events
- Driver's license (required)

A successful candidate will also have

- Empathy, passion and energy for the difficult work of supporting clients involved in the justice system
- Appreciation for GJP's holistic approach

Interested candidates should send a **cover letter, resume, and brief case note (2 page max)** combined as a **single PDF document to careers@GJP.org**. Subject line must state, **"Senior Social Worker – Last Name"**. Salary range is in the \$60,000-\$70,000 and will depend on experience and licensure. GJP offers a comprehensive benefits package, including employer paid premiums for medical, dental, vision and life insurance. Immediate 3% match and vesting in the retirement plan, and generous PTO. Applications reviewed on a rolling basis; position open until filled.

GJP is an equal opportunity employer, committed to building a diverse staff and welcomes qualified applicants of all races, colors, religions, national origins, sexes, gender identities, sexual orientations, and disability statuses. GJP particularly encourages people who are formerly incarcerated or justice-involved to apply.