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VACANCY ANNOUNCEMENT MITIGATION SPECIALIST

The Federal Public Defender for the District of Hawaii seeks a full-time Mitigation Specialist to join its office in Honolulu, Hawaii. The office operates under the authority of the Criminal Justice Act (18 USC § 3006A) to represent individuals who are unable to afford counsel and are prosecuted in federal courts. Our office is committed to serving the distinct needs of our clients with a diverse group of dedicated professionals. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law to apply.

Job Description: The Mitigation Specialist plays an integral role in the development of a client's case by collaborating with our attorneys and investigators to provide support services at all stages of their case. Primary responsibilities include gathering and managing records for attorneys; building relationships with local detention facilities, probation and treatment providers; addressing client treatment and rehabilitative needs (e.g., substance abuse programs, mental health treatment, housing options and employment opportunities), compiling psychosocial histories, consulting with experts, developing and maintaining relationships with clients and their family members and performing other duties consistent with the mission of the position. The Mitigation Specialist must maintain sufficient knowledge of current research and trends in areas such as substance abuse, mental health, psychology and treatment.

Requirements and Qualifications: Applicants must have a bachelor's degree and three years of relevant experience. A candidate with an advanced or graduate degree in social work is strongly preferred. A candidate with a degree in or a related field to social work, such as psychology, sociology, or law, with at least three years' experience developing and investigation mitigation is preferred.

The ideal candidate will have the following attributes: a demonstrated commitment to social justice and working with indigent, marginalized and diverse communities; being client-centered, open-minded, creative, empathetic, hard-working and respectful of others; possess the ability to work both independently and in a team environment; communicate effectively, both verbally

and in writing; be detail-oriented, organized, and able to prioritize and meet deadlines effectively; be able to obtain and analyze relevant records; be technologically proficient in Microsoft Office Suite.

The applicant must be willing to travel throughout the District of Hawaii and have a valid driver's license, insurance and pass a background check. The applicant must be a U.S. citizen or otherwise authorized to work in the federal government. Travel between islands is required, as is less frequent travel to the continental United States or otherwise out of Hawaii. The candidate must be able to work flexible hours as necessary, particularly when there are filing deadlines and court hearings.

Salary and Benefits: The starting salary for this position will be fixed commensurate with the experience and qualifications of the applicant with a range from the Judiciary Salary Plan (JSP), within the general rate ranges from JSP Grade 11 to JSP Grade 14. This position is full-time with federal salary and benefits. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees and are not covered by the Civil Service Reform Act. Salary payable only by Electronic Funds Transfer.

How to Apply: All qualified candidates are strongly encouraged to apply by March 1, 2024 (first preferential review, open until filled). To apply, send a *single* .pdf document via email to lynelle_oshita@fd.org with the subject line, "Mitigation Specialist Application." The single .pdf document should be named, "Your last name, first name," (e.g., Smith, Mary) that contains the following:

- A plain face sheet containing only your last name, first name and current employer or employment status. This should be centered on the page and in size 40 font;
- A brief cover letter;
- Your resume; and
- Three references (references will not be contacted until applicant is advised)
- A writing sample is optional, but strongly encouraged.

Accurate compliance with these application instructions is a factor expressly considered in the evaluation of the applicant. Due to the volume of responses expected, only those invited to interview will be contacted. No inquiries, telephone or otherwise, please. Open until filled. Subject to availability of funding.

The Federal Public Defender is an Equal-Opportunity Employer