

ALL APPLICANTS MUST SUBMIT COVER LETTER WITH RESUME.

CCA is an Equal Opportunity Employer. We seek talented, dedicated individuals who possess a strong commitment to CCA's mission, including those with relevant personal experience in terms of recovery and/or justice involvement.

Job Summary: The Center for Community Alternatives (CCA) has been serving clients who are incarcerated or at risk of being incarcerated for over 35 years. This program provides criminal defense mitigation services to Central New York.

The Mitigation Specialist works closely with people charged with criminal offenses and their defense attorneys to (1) tell the client's story via a mitigation report, which their attorney will use to advocate for release, a favorable plea, and/or sentence, often including a client-specific release plan ensuring access to vital social services and supports. The Mitigation Specialist conducts psychosocial history investigations, family interviews, records requests, and sociological academic research, ultimately drafting a comprehensive and strategic advocacy report. The Mitigation Specialist also provides case management as needed by making service referrals and continuing communication with clients and service providers to support rehabilitation and reentry.

Duties and Responsibilities:

Receive client assignments from Project Director and manage own caseload.

Interview clients (both incarcerated and in the community) to take in-depth life history and identify strengths, risks, and needs.

Collect collateral information through interviews of significant people in the client's life and obtaining and reviewing relevant records.

Work with the defense attorney as a member of the defense team to develop mitigation strategy and identify a lawful disposition and plan for the client's rehabilitation, reentry, and reintegration to the community.

Draft mitigation reports that powerfully tell a client's life history supported by interviews and records, along with release plans and sentencing recommendations supported by sociological research and community resources.

Provide case management services to develop and facilitate support for clients in the community, such as referrals and linkages to appropriate social services and treatment programs, housing, employment, education, and entitlements. Maintain contact with service providers to facilitate ongoing engagement in services.

Be a supportive resource for clients in crisis, including quick assessment and identification of appropriate intervention or linkages to services where necessary.

Maintain client records, case files, and timely and precise program data.

Participate in regular training as well as self-directed learning to stay abreast of developments in the law and social science.

Other duties as assigned by supervisor.

Qualifications: Commitment to and experience with working with adults and youth from diverse cultural backgrounds who are involved with the criminal/juvenile justice system. Bachelor's degree required, masters degree in Social Work, Psychology, Criminology or similar field is preferred. Excellent formal writing, academic research, and advocacy skills, attention to detail, high empathy and social skills, and computer literacy required. Bilingual (English/Spanish) and a background in criminal justice, advocacy, or social work an asset. Valid NYS Driver's License, access to vehicle, and ability to gain clearance to correctional facilities required.

Conditions: CCA provides health insurance; 20 paid days' leave plus 5 sick days and public holidays; and flexible work conditions.

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Please submit resumes and cover letters to jobs@communityalternatives.org