

Job Title	Mitigation Assistance Specialist
Employer/ Agency	Harris County Public Defender's Office
Job Description	<p>The Holistic Services Division of the Harris County Public Defender's Office seeks an enthusiastic, dedicated non-capital mitigation assistance specialist ("specialist") to join our team. The specialist will work closely with attorneys and clients to identify mitigating evidence to support the client's criminal defense team. Applicants should have excellent writing, research, and communication skills, and they should have experience authoring formal mitigation memoranda, compiling psychosocial histories, and conducting thorough client/witness interviews for use in criminal pre-trial negotiations and sentencing. The specialist must manage a caseload of clients charged with anything from non-violent misdemeanors all the way up to serious felony offenses. They should be able to identify holistic services that would benefit the client.</p> <p>Duties and Responsibilities: Conduct thorough mitigation interviews with clients and witnesses, some of whom may be in custody of Harris County Jail. Collect and analyze records in support of mitigation arguments, including mental health records, physical health records, jail/prison records, and school records. Travel for in-person witness interviews when necessary. Communicate and collaborate with attorneys, investigators, experts, and support staff regarding the presentation of mitigation evidence in the context of misdemeanor and felony criminal cases. Willingness to work with some clients who are accused of serious criminal offenses. Testify in court occasionally. Identify social services that clients need and assist in connecting clients to resources. Identify the need for expert assistance and research appropriate experts.</p>
Qualifications	<p>Requirements/Required Supporting Documents: Writing sample required. Education and Experience: Bachelor's Degree from an accredited college or university with At least one (1) year of social service experience. OR Master's Degree from an accredited college or university. OR Juris Doctorate (JD).</p> <p>Preferences: Spanish/English bilingual. Licensed Social Worker. Professional experience with mitigation work. Prior experience working with populations who experience persistent mental illnesses, homelessness, and/or substance use disorders.</p>
Salary/Hours	Regular Full-time Monday - Friday 8:00 A.M. – 5:00 P.M
City, State, Zip	Houston, TX
Application Method	Apply via https://www.governmentjobs.com/careers/harriscountytx
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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