



## **Full time social worker position**

The Indiana State Public Defender's Office is accepting applications for a full-time social worker position. The office provides legal representation to indigent incarcerated men, women, and children in state court post-conviction proceedings. The ideal candidate will be able to thrive in a collaborative team environment, perform efficiently and independently, and have a passion for criminal justice work.

### **Position Responsibilities**

The social worker will work primarily with incarcerated juvenile clients and youthful offender clients. Responsibilities include assisting attorneys with interviewing and screening of youth committed to the Indiana Department of Correction; assessing client needs, current services, and eligibility for services; developing and maintaining client case records and reports; developing resources identifying services and placement options around the state; conferring with attorneys and other staff on cases; and coordinating with outside agencies to facilitate placement and services when necessary.

Responsibilities may include conducting interviews with select clients as appropriate; participating in the gathering of mitigation information on behalf of clients; and attending and testifying at court proceedings as needed. This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

### **Qualifications**

- Licensed Bachelor in Social Work (LBSW) or Licensed Social Worker (LSW)
- Must possess a valid Indiana driver's license.
- Must be able to secure clearance to enter correctional facilities.

### **Salary**

The starting annual salary is \$55,000. Employees receive a standard State of Indiana benefits package, including but not limited to health, dental, vision and life insurance; paid vacation, sick, and personal days; and parking. The office is a non-partisan agency and an equal opportunity employer. The State Public Defender's Office is located in Indianapolis. The office offers an option for a hybrid remote and in-office work schedule.

## **To Apply**

- Applications will be accepted through September 30, 2024, or until the position is filled.
- Applicants should submit a resume, cover letter, and three professional references (include phone and email contact) State Public Defender's Office c/o Barbara Bowden, Executive Assistant, at [bbowden@pdo.in.gov](mailto:bbowden@pdo.in.gov)