

# MONTANA INNOCENCE PROJECT

**Title: Social Services Advocate**

**Position Type: Part-time**

**Salary: \$28,000 - \$32,000, (average 20 hour workweek)**

**Benefits: Generous paid time off; individual health insurance coverage (medical); a defined contribution (SIMPLE IRA) retirement plan; and professional development opportunities. Flexible schedule and remote (must be located in Montana) and hybrid work options available.**

**SUMMARY:** It is the mission of the Montana Innocence Project (MTIP) to free the innocent and unjustly incarcerated, and advocate for systems of Justice that are accurate, accountable, and fair for all. Reporting to the Executive Director, The Social Services Advocate (SSA) will provide clinical and case management support to people preparing to be released from incarceration and people reentering society. The SSA will have direct involvement in MTIP cases and may support MTIP community partner cases under cooperative agreements.

## **PRIMARY DUTIES & RESPONSIBILITIES:**

- Meet with incarcerated clients pre-release to begin building a relationship, evaluate needs (mental health, substance use, medical, etc.), and develop a plan for support both pre- and post-release
- Depending on individual circumstances, work on securing housing, clothing, documentation, benefits, medical care, and other needs of the person; depending on the posture of their case, prepare sentencing/release advocacy memoranda
- Provide post-release services and mentorship, developing individualized plans and consistent contact as needed
- Work closely with the client's loved ones and/or support people to assist with the transition
- Build partnerships with community organizations that provide services and/or healing spaces for people who have suffered long-term incarceration.
- For clients who continue to have court involvement after their release, provide ongoing support to help the client navigate the process and support for the case as necessary
- Provide guidance and supervision for social work practicum students

## **QUALIFICATIONS & EXPERIENCE:**

The ideal candidate will have lived experience, demonstrate competency in understanding how wrongful convictions happen, including how structural racism and implicit bias contribute to these injustices, will use a trauma-informed approach to their work, demonstrate cultural awareness, and be experienced in mental health counseling and substance use disorder treatment.

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## **Minimum Requirements:**

- Passion for and understanding of MTIP's mission and work
- At least three years of case management and/or direct clinical work
- Excellent written and verbal communication skills
- Excellent organizational skills
- Proficient computer skills
- Driver's license in good standing and reliable transportation for various aspects of the job
- Self-starter that also asks questions and seeks clarification when needed
- Humility and confidence – no job is too small or too big
- Values giving and receiving feedback and constructive criticism

## **Preferred but not required:**

- Familiarity navigating Montana social services and legal systems
- Postsecondary degree in a clinical area of study, including Psychology, Social Work, Mental Health Counseling, etc.
- Clinical licensure
- Experience collaborating and advocating in legal settings and with community agencies
- Program development experience
- Database management experience

## **WORKFORCE DIVERSITY AND EQUAL OPPORTUNITY EMPLOYMENT:**

The Montana Innocence Project considers the diversity of its workforce to be vital to our organization's success in meeting its mission.

We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socioeconomic classes, sexual orientations, ages, gender, and physical abilities to apply. Individuals with personal connections to the criminal legal system are strongly encouraged to apply.

The Montana Innocence Project is an equal opportunity employer.

## **HOW TO APPLY:**

Interested applicants should email the following in PDF format: two short examples of your work; cover letter; resume; and three references to [info@mtinnocenceproject.org](mailto:info@mtinnocenceproject.org). Include "Social Services Advocate" in the subject line of your email.

**Priority deadline 10/31/2023.** Position will remain open until filled.

P.O. Box 7607 Missoula, MT 59807-7607 | [mtinnocenceproject.org](http://mtinnocenceproject.org)