



Indiana Federal Community Defenders

Monica Foster, Chief Federal Defender  
William H. Dazey, Senior Assistant Federal Defender  
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Sara J. Varner, Assistant Federal Defender

The Indiana Federal Community Defender (IFCD) is now taking applications for the position of Mitigation Specialist/Investigator. IFCD is a 501(c) (3) corporation that represents indigent persons accused of federal crimes. We are not a federal agency though we do largely follow federal procedures and protocol.

The Mitigation Specialist/Investigator will:

- Collect and analyze relevant records concerning the client, including, educational, military, medical, mental health, and employment;
- Help clients who are released pretrial in accessing services that will assist them in complying with conditions of supervised release;
- Provide support and information to family members and loved ones of clients;
- Interview clients in a culturally competent manner, including clients who are incarcerated, about their background and social history;
- Interview in a culturally competent manner, family, friends, and other relevant people in a client's life regarding the client's background and social history;
- Assist attorneys in assessing clients for signs and symptoms of mental health disabilities, including intellectual disability;
- Assist counsel in selecting appropriate experts to evaluate clients with mental health and other disabilities;
- Act as a conduit between counsel and mental health providers to assist in the evaluation of clients with disabilities;
- Provide training to staff and panel attorneys regarding signs and symptoms of mental health disorders and other relevant topics as directed by the Executive Director;
- Assist attorneys in preparing individual sentencing plans to present to the court, including written reports;
- Produce videos, where appropriate, for presentation to judges at sentencing.

The ideal candidate will:

- Have a Masters Degree in Social Work or other commensurate educational experience;
- Be knowledgeable of criminal justice issues (familiarity with the federal criminal courts is a plus);

- Possess excellent oral and written communication skills, interpersonal skills, and the ability to work well with others in a team-based, multi-disciplinary environment;
- Possess a valid Indiana driver's license and be willing to travel, when required;
- Be willing to visit incarcerated persons;
- Be committed to equal justice under the law;
- Be knowledgeable of signs and symptoms of mental health issues, including intellectual disabilities;
- Be literate in, and curious about, the research concerning incarcerated persons and their struggles, as well as, mental health issues;
- Be willing to meet with family members and other persons relevant to our clients in their homes;
- Be willing to work irregular hours to meet the needs of clients and their families, when necessary;
- Be willing at all times to strive toward cultural competence.

Salary will be based upon experience, education, and skill consistent with federal guidelines and regulations. We are proud to offer an excellent benefit package.

Application for this position may be made by sending a resume and writing sample to: Sara Varner: [sara.varner@fd.org](mailto:sara.varner@fd.org). You must put "Mitigation Specialist" in the subject line of your email in order to be considered.

Position open until September 12, 2016 or until filled. NO PHONE CALLS PLEASE.

**The IFCD is an equal opportunity employer.  
Women and minorities are encouraged to apply.**