



Job Posting

Deadline: April 26, 2024

STATE APPELLATE DEFENDER OFFICE
3031 W. Grand Blvd., Ste. 450, Detroit, MI 48202

www.sado.org

MAACS MITIGATION SPECIALIST (Hybrid)

JOB SUMMARY: The Michigan Appellate Assigned Counsel System (MAACS), a division of the State Appellate Defender Office (SADO), seeks to hire a full-time Mitigation Specialist to assist in legal representation of clients appearing for resentencing hearings. Mitigation Specialists are a crucial part of the defense team and work with attorneys and clients to develop strategy for new sentencing hearings. The Mitigation Specialist will perform a variety of functions with the end goal of improving sentencing outcomes for clients. This position is located in Detroit or Lansing and offers flexible remote work options. The position is grant funded through September 30, 2024 with an annual salary of \$51,385. The grant is expected to renew each year.

ABOUT MAACS: SADO is a state public appellate defense agency with about 80 staff members and offices in Detroit and Lansing. MAACS is a division within SADO and administers the appointment of felony appellate counsel in Michigan trial courts from a roster of approximately 110 private attorneys and SADO. MAACS and SADO merged for management purposes in 2014. The consolidated MAACS/SADO agency is overseen by the Appellate Defender Commission under MCL 780.711 et. seq. Additional information about MAACS is available at www.sado.org/maacs and <http://www.sado.org/Page/16/Appellate-Defender-Commission-Annual-Reports>.

JOB DUTIES: Job duties include, but are not limited to:

- Travel to correctional institutions to visit with incarcerated clients to learn about their background, the facts of the offense, current experiences while incarcerated, and specific needs upon release (due to COVID-19, videoconferencing is temporarily replacing most in-person visits);
- Interview family, friends, community members, service and housing providers, and other individuals to compile material in mitigation of sentence, including reentry plans;
- Obtain, analyze and summarize records and documents, including prison records, social files, school records, and medical and mental health records;
- Prepare reports, including client and witness interview memos, social history reports, sentencing memoranda, and comprehensive reentry plans;
- Identify and consult with appropriate experts to obtain reports and prepare for hearings;
- Prepare clients for testifying in court or presenting allocution;
- Provide client coaching in preparation for parole (or other) hearings, which may include attending parole hearings on a client's behalf;
- Provide post-incarceration support to individuals coming home from incarceration, which includes locating and connecting clients to direct-service providers, in partnership with SADO's Project Reentry;
- Responsible for all necessary clerical duties for individual work, including case management, mailing materials to clients, and staying in regular communication clients, attorneys, and other team members.

QUALIFICATIONS:

- Commitment to client-centered, zealous advocacy, to the inherent worth and dignity of clients, and to cultural humility and cultural competency;
- Education in social work, social science, psychology, forensic psychology, journalism, anthropology, criminal justice, or a related field;
- Knowledge of the criminal justice system, preferably in Michigan;
- Experience in investigation;
- Excellent communication, interviewing, and interpersonal skills;
- The ability to prioritize a significant workload and high-volume caseload;
- Ability to work flexible hours, including evenings, nights, and early mornings, and to travel throughout the state to attend hearings, meet with incarcerated clients, interview witnesses, and obtain mitigation material;
- Outstanding writing and organizational skills;
- Flexible and creative thinking;
- The ability to work as part of the defense team under the lead of the case attorney, and maintain confidentiality;
- Proficiency with Microsoft Word and Outlook, Adobe Acrobat, Excel, and general office equipment.

SADO offers training and mentoring and fosters an environment of success and support. With offices in Detroit and Lansing, SADO staff members form a community advocating for clients and a fair criminal legal system. Additionally, SADO provides the ability to work remotely as needed. Visit www.sado.org to learn more.

BENEFITS:

- Medical, dental, vision, and life insurance
- 401k plan with up to a 9% employer contribution
- Paid vacation and sick leave
- 13 paid holidays
- Paid parental leave
- Long-term disability insurance
- Flexible spending accounts
- Flexible work hours
- Work from home options
- Paid training opportunities

Social Work Licensure supervision is available.
SADO employees are members of the UAW Local 2200.

TO APPLY: Submit a resume and a cover letter. The cover letter should address your commitment to working with incarcerated people and people convicted of crimes. Applications should be submitted by April 26, 2024 to Human Resources at HR@sado.org. ***Applications without a resume and cover letter will not be considered.***

SADO is an equal opportunity employer and is committed to diversity, equity, and inclusion. We recognize people of color are disproportionately impacted by the criminal legal system and actively seek to employ staff with backgrounds representative of our clients. We strongly encourage people of color, people with disabilities, veterans, LGBTQ people, and people directly affected by the criminal legal system to apply. A felony conviction does not prohibit employment at SADO.

If you are unable to send applicant materials electronically, please contact Human Resources at 313-420-2905 for assistance.