



Job Title: Community Care Advocate (BSW) – Mezzo Level

Position Summary: This position provides supportive services including eligibility review, client needs assessment, psycho-education, safety planning, access planning, community referrals, criminal justice advocacy, and community outreach to underserved populations and services providers throughout Los Angeles County

About the Organization: Located in East Los Angeles, the Los Angeles Center for Law and Justice (LACLJ) is an emerging leader in the provision of legal services to immigrant survivors of domestic violence, sexual assault and human trafficking. The 30-person nonprofit law firm assists clients in obtaining restraining and custody orders, immigration relief and other legal remedies available to them as a result of surviving domestic violence, sexual assault or human trafficking. LACLJ also provides clients with supportive services, which include education, referrals, safety planning, and accompaniment through its Community Care Advocacy Program.

Principal Duties and Responsibilities include:

Client Advocacy

- Conduct client assessments
- Provide supportive services to clients such as psycho-education, safety planning, and criminal justice advocacy
- Connect clients to non-legal supportive services and community resources

Program Support

- Screen walk-ins and callers for eligibility; provide referral information to non-eligible persons
- Interview clients to determine eligibility; collect proof of identity and income
- Record client information in client database
- Provide client services during periods when MSW interns are not available to support the CCA Program, especially over summer, spring and winter recess
- Offer technical assistance to CCAs assisting clients with access issues and planning
- Organize quarterly trainings for CCA and staff on topics related to improving service provision and access to clients who are marginalized, differently-abled, and unable to access services due to trauma
- Translate documents between Spanish and English as needed
- Maintain resource database and other databases as needed

Access Planning

- Develop relationships with service providers to increase access to community resources by marginalized individuals that may be undocumented, have limited English proficiency, be differently-abled, and have experienced trauma or traumatic brain injury
- Create and implement access-focused referral procedures from LACLJ to service providers throughout Los Angeles County, specifically addressing these processes with LACLJ community partners, this includes accessing court services
- Attend service provider roundtables and meetings to acquire information regarding new client services and to share information regarding LACLJ services
- Deliver community outreach presentations to community members and service providers serving marginalized individuals who are disabled and experience limited access to information and services

Qualifications

- Bachelor's degree in social work
- Strong technology and software skills including MS Outlook, Word, Excel, internet searches, etc.
- Ability to communicate well orally and in writing
- Ability to meet deadlines and perform multiple tasks with a strong attention to detail
- Ability to work successfully with people from diverse backgrounds
- Bilingual fluency in English and Spanish
- Experience working with low-income persons, immigrants and/or other under-served, under-represented populations
- Previous experience working with domestic violence and/or sexual assault survivors
- Demonstrated commitment to public interest work

Other Duties: Adheres to standards of professional responsibility; adheres to all LACLJ policies and procedures, including the standards set forth in the Performance and Evaluation Standards; participates in mandatory staff trainings and meetings; other duties as assigned.

Working Conditions and Physical Requirements:

- Work will be performed in an office setting at a work station.
- This position requires concentration on tasks while facing distractions.
- This position requires attendance at meetings, both in and outside the LACLJ offices.
- Use of office machines such as computers, photocopiers and telephones.

Salary and Benefits: The Community Care Advocate is a non-exempt position with an annual salary range of \$35,000 to \$38,000 per year depending on experience. LACLJ offers staff a generous benefits package, including a 35-hour workweek, bilingual pay, paid vacation and holiday leave, 100% employer-paid medical (Kaiser), dental, vision (80% for dependents), long-term disability, life insurance. Staff also has the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA). LACLJ is an eligible nonprofit employer for the Public Service Loan Forgiveness (PSLF) Program.

To Apply: Please email a cover letter and resume to marilyn@lajl.org with "Community Care Advocate (BSW)" in the subject header. Applications will be accepted until the position is filled.

Los Angeles Center for Law and Justice is an equal opportunity employer.