



**Date:** January 21, 2020

**Position:** Community Care Advocate

**The Organization:** The mission of Los Angeles Center for Law and Justice (LACLJ) is to secure justice for survivors of domestic violence and sexual assault and empower them to create their own future. Located in East Los Angeles, LACLJ is a 33-person non-profit law firm serving survivors throughout Los Angeles County. LACLJ's primary practice areas are family law and immigration. However, LACLJ strives to provide clients with holistic legal services and has both a growing criminal justice advocacy and appellate practice. Through our integrated legal/social worker service model, LACLJ Community Care Advocates provide supportive services such as education, safety planning, accompaniment, and linkages to other service providers as part of the legal team. LACLJ is committed to a trauma-informed and culturally-responsive workplace and service provision.

**The Work:** The Community Care Advocate will provide supportive services, such as education, referrals, court accompaniment and safety planning, to LACLJ clients, who are primarily immigrant survivors of domestic violence and sexual assault. The Community Care Advocate will work under the supervision and direction of LACLJ's licensed clinical social worker and clients' attorneys as part of the legal team. The Community Care Advocate will also assist with coordination of LACLJ's Community Care Advocacy (CCA) program, a year-round M.S.W. internship program that provides supportive services to LACLJ clients and a high-quality educational experience for interns.

## **The Position**

*The primary responsibilities of this position include:*

### Project Coordination

- Assist with recruitment and training of interns
- Coordinate and conduct CCA project data collection and reporting
- Perform research and create materials in support of LACLJ's CCA program services
- Supervise B.S.W. and M.S.W. interns as appropriate based on experience

### Client Advocacy

- Accompany clients to court, police stations and other government offices
- Conduct client assessments
- Provide supportive services to clients such as psycho-education and safety planning
- Connect clients to non-legal supportive services and community resources
- Assist clients in understanding and participating in the criminal justice system
- Assist clients with California Victim Compensation Board claims

### Legal Support

- Conduct interviews and engage in fact gathering with clients
- Prepare documentary evidence (photos, receipts, etc.) for court or other purposes
- Communicate with clients, CSSD, law enforcement, and other entities

### Administrative Support

- Assist with coordinating administrative systems related to the CCA program

## **Job Skills and Abilities**

*All candidates* must have:

- M.S.W. degree from a CSWE-accredited program
- Ability to read, write and speak fluently in Spanish
- Strong written and oral communication skills
- Strong interpersonal skills, and an ability to work collaboratively with a dynamic team
- Ability to meet deadlines and perform multiple tasks with careful attention to detail.
- Ability to work successfully with people from diverse backgrounds.
- Strong technology and software skills including MS Outlook, Word, Excel, etc.

*Preferred candidates* will also have one or more of the following:

- Two years post-M.S.W. work experience
- Successful completion of an M.S.W. field-instructor course
- Domestic violence and/or sexual assault advocate certificate
- Experience working with survivors of domestic violence, sexual assault or human trafficking
- Experience working with undocumented immigrants.
- Demonstrated commitment to trauma-informed and client-centered advocacy

## **Working Conditions and Physical Requirements**

This position requires:

- Work to be performed in an office setting at a work station
- Concentration on tasks while facing distractions
- Attendance at meetings, both in and outside the LACLJ offices
- Use of office machines such as computers, photocopiers and telephones
- Ability to work at and travel between the LACLJ main office at 5301 Whittier Blvd. in East Los Angeles and other locations such as Los Angeles Superior Court locations, police stations, DPSS offices, and partner agencies.

**Salary and Benefits:** Salary individual ranges from \$45,000 to \$55,000 per year depending on experience. LACLJ offers full-time staff a 35-hour work week, casual office environment and a generous benefits package and paid vacation leave including 100% employer-paid medical (Kaiser), dental, vision, long-term disability, life insurance and the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA).

**To Apply:** Please send a cover letter and resume to Marilyn Florentino, Office Administrator, via email to [marilyn@lajl.org](mailto:marilyn@lajl.org) with the position title 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 and does not discriminate on the basis of race, religion, color, sex, disability, or sexual orientation.*