



**Date:** December 1, 2021

**Position:** Community Advocate- Project Coordinator

**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 futures. Located in East Los Angeles, LACLJ is a 40-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. LACLJ provides free legal services and is committed to trauma-informed and culturally-responsive services that center the safety and well-being of our clients and staff. Through our integrated legal/social work service model, LACLJ Community Advocates (CAs) provide supportive services such as education, safety planning, accompaniment, and linkages to other service providers as part of the legal team.

**The Work:** The Community Advocate (CA) will head an exciting new project leading a multi-disciplinary collaborative. The Community Advocate will also 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 CA will be supervised by LACLJ's Directing Manager of Trauma Informed Services and Education. Within their role, they will work under the direction of clients' attorneys as part of the legal team. They will also assist with coordination of LACLJ's Community Advocacy (CA) program, a year-round M.S.W. internship program that provides supportive services to LACLJ clients and a high-quality educational experience for interns in addition to program development and project management as it supports LACLJ's legal services.

## The Position

*The primary responsibilities of this position include:*

### Project Management

- Coordinate a multidisciplinary team of disability service providers focused on addressing mental health and psychiatric needs of survivors
- Communicate with funder and technical assistance (TA) provider to implement the grant
- Work with collaborative partners, funder and TA provider to stage implementation of identified plan
- Schedule meetings, prepare agendas and facilitate meetings as needed for the multidisciplinary collaborative
- Act as communication liaison between collaborative partners
- Collaborate with grant development team on data collection and reporting
- Oversee and delegate assignments to project's M.S.W. students

### Project Coordination

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

### Service Delivery Evaluation & Implementation

- Evaluate current case flow and service delivery system
- Coordinate with program managers on needs assessment and priorities
- Create a plan for streamlining virtual service delivery system
- Research options for delivering pre and post assessments of service delivery experience to current clients
- Develop training materials to train new staff & volunteers on virtual service delivery system in collaboration with Partnership and Volunteer Coordinator
- Pilot new service delivery system and its evaluation regarding effectiveness of service delivery system

### 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 CA program

### **Job Skills and Abilities**

*All candidates* must have:

- Licensure through the California Board of Behavioral Sciences as an L.C.S.W
- 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:

- Experience working with clients having experienced mental health related to trauma or other persistent mental health issues
- 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 remotely or in an office setting at a work station
- Concentration on tasks while facing distractions
- Attendance at meetings, remotely and both in and outside the LACLJ offices
- Use of office machines such as computers, photocopiers and telephones, in addition to virtual office platforms
- 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 \$65,000 to \$70,000 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. Resumes will be accepted until the position is filled.

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