



Date: October 14, 2022

Position: Community Advocate (MSW) - Accessibility 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 future. Located in East Los Angeles, the Los Angeles Center for Law and Justice (LACLJ) is a non-profit law firm leading in the provision of legal services to survivors of domestic violence, sexual assault, and human trafficking. LACLJ provides free legal services and is committed to trauma-informed, culturally-responsive services that center the safety and well-being of our clients and staff. Through our integrated legal/social work legal service model, LACLJ Community Advocates (CAs) work alongside our attorneys providing 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 - Accessibility Coordinator will be responsible for coordination of access planning, program development, service delivery, and evaluation of supportive services for survivors of domestic violence, sexual assault, and human trafficking experiencing barriers due to disabilities and identified access needs.

The Community Advocate - Accessibility Coordinator will receive supervision from LACLJ's Directing Manager of Trauma Informed Services and Education, and will be working under the direction of clients' attorneys as part of the legal team. The Community Advocate 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. In addition, they will be responsible for acting as a field instructor to BSW and MSW students placed for field internship at LACLJ.

The Position

The primary responsibilities of this position include:

Project Coordination

- Review current access plan and update plan to include internal protocols and procedures designed for optimal victim access
- Review current resource materials and develop plan for designing materials that increase visibility, messaging and increase access to survivors with disabilities
- Develop a 72-hour training on serving domestic violence, sexual assault, survivors of interpersonal violence, and human trafficking victims with access barriers that identifies access barriers
- Collect data from monthly staff meetings and activity review data for formative evaluation and CQI
- Develop feedback methods to collect data related to access barriers and conduct end-of-year summative evaluation
- Collaborate with OVC TTA provider to train community partners to address access barriers for victims
- Maintain resource database to include resources for survivors with access needs
- Collaborate with Partnership Coordinator to develop relationships with providers to increase access to community resources to marginalized survivors that may include those with barriers due to disability, mental health, language, sexual orientation, and trauma
- Deliver community outreach presentations to community members and providers serving survivors

Program Support

- Assist with recruitment and training of interns
- Coordinate and conduct CA project data collection and reporting
- Perform research and create materials in support of LACLIJ's CA program services
- Supervise B.S.W. and M.S.W. interns as appropriate based on experience
- Develop training materials to train new staff & volunteers on virtual service delivery system in collaboration with Volunteer Coordinator

Client Advocacy and Supportive Services

- 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, and criminal justice advocacy
- 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
- Provide coverage for CAs when not available, over breaks and in between internships

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
- Translate documents between Spanish and English as needed

Essential Job Skills and Abilities

All candidates must have:

- Two years post-M.S.W. work experience
- 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:

- Licensure through the California Board of Behavioral Sciences as an L.C.S.W
- Experience working with clients having experienced access barriers, disabilities, mental health concerns related to trauma or other persistent mental health issues
- 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

- Work to be performed remotely or in an office setting at a work station, adhering to all COVID safety protocols
- This position requires concentration on tasks while facing distractions
- This position requires attendance at meetings, both remote and in person, in and outside the LACLJ offices, and requires applicants be located in Southern California
- 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 ranges from \$60,000 to \$65,000 per year depending on experience. Bilingual Spanish-speaking staff also earn an additional bilingual stipend of \$50 per month. LACLJ offers full-time staff a 35-hour work week, casual office environment and as well as 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@laclj.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.