



Date: January 24, 2023

Position: Community Advocate - Consumer Debt Case Management 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. LACLJ is a 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 a growing criminal justice advocacy practice, housing practice and appellate practice. Additionally, through our integrated legal/social worker service model, LACLJ Community 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 Advocate (CA) - Consumer Debt Case Management Coordinator will be responsible for case management for consumer debt clients and help them meet essential needs while they are still facing financial barriers. The CA will also coordinate referrals and outreach with Partner agencies located in Lancaster. The CA will also work with the Pro Bono Manager to support clients and pro bono attorneys.

The Community Advocate - Consumer Debt Case Management 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 an internship practicum instructor to BSW and MSW students placed with LACLJ.

The Position

The primary responsibilities of this position include:

Project Coordination

- Coordinate case management services for consumer debt clients requiring referrals and outreach with partner agencies in Lancaster and other underserved communities
- Review current resource materials and develop plan for designing materials that provide psychoeducation to survivors with consumer debt
- Document and collect data related to delivery of services
- Collaborate with partner agencies to address consumer debt and financial barriers for victims
- Deliver community outreach presentations to community members and providers serving survivors with financial and consumer debt barriers
- Support pro bono clients with financial and consumer debt barriers

Program Support

- Assist with recruitment and training of social work 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
- 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 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
- Completion of a Domestic Violence 40-hour counselor certification training

Working Conditions and Physical Requirements

- 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 and requires applicants to 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
- LACLJ complies with all Los Angeles County Covid-19 Vaccine mandates, which may require candidates to provide proof of Covid-19 vaccinations and boosters.

Salary and Benefits: Salary ranges from \$64,480 to \$67,000 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). LACLJ is an eligible nonprofit employer for the Public Service Loan Forgiveness Program (PSLF).

To Apply: Please send a cover letter and resume to Marilyn Florentino, Office Manager, via email to 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.