Date: August 1, 2020

Job Title: Community Care Advocate – MSW

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 35-person non-profit law firm serving survivors throughout Los Angeles County. Through our integrated legal/social worker service model, LACLJ Community Care Advocates (CCA) 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.

Position Summary: The CCA 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 CCA will work under the direction of an attorney as part of a client’s legal team and reports to LACLJ’s Human Services Coordinator, an LCSW. The CCA will assist with coordination of LACLJ’s Community Care Advocacy program, a year-round M.S.W. internship program that provides supportive services to LACLJ clients and a high-quality educational experience for interns, including assisting with the development and implementation of a new financial empowerment project.

COVID-19 Information: At this time and until further notice the LACLJ office is closed and all LACLJ staff, including this position, are performing client services and other work remotely. LACLJ will provide necessary office equipment and supplies to perform the work remotely.

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

Financial Empowerment Project
- Assist with the design and implementation of a support group curriculum designed to support survivors navigating challenges with the financial system such as banking and credit
- Co-lead peer-to-peer support groups along with CCA interns
- Provide supportive services to clients
- Assist with data collection and evaluation of the Project

Legal Support
- Conduct interviews and engage in fact gathering with clients
- Communicate with clients, 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
- Two years post-M.S.W. work experience
- 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:

- 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

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

This position requires:

- Work to be performed in an office setting at a workstation or remotely as needed
- Concentration on tasks while facing distractions
- Attendance at meetings, both in and outside the LACLJ offices or virtually during COVID conditions
- Use of office machines such as computers, 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 as needed when COVID conditions allow for return to in-person work.

Salary and Benefits: Salary range is up to $58,000 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).

To Apply: Please send a cover letter and resume to Marilyn Florentino, Office Administrator, via email to marilyn@laclj.org with “Community Care Advocate – MSW” 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.