JOB ANNOUNCEMENT

Job Title: Community Care Advocate (Temporary)

Position Summary: This temporary position (August 2020 – December 31, 2020) provides supportive services including client needs assessment, psycho-education, safety planning, access planning, community referrals, criminal justice advocacy, and community outreach to underserved populations and services providers throughout Los Angeles County.

About the Organization: Located in East Los Angeles, the Los Angeles Center for Law and Justice (LACLJ) is an emerging leader in the provision of legal services to immigrant survivors of domestic violence, sexual assault and human trafficking. The 35-person nonprofit law firm assists clients in obtaining restraining and custody orders, immigration relief and other legal remedies available to them as a result of surviving domestic violence, sexual assault or human trafficking. LACLJ also provides clients with supportive services, which include education, referrals, safety planning, and accompaniment through its Community Care Advocacy Program.

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.

Principal Duties and Responsibilities include:

Client Advocacy
- Conduct client assessments
- Provide supportive services to clients such as psycho-education, safety planning, criminal justice advocacy and navigation/case management
- Connect clients to non-legal supportive services and community resources

Program Support
- Record client information in client database
- Offer technical assistance and support to CCA interns
- Assist as needed in trainings for CCA and staff on topics related to improving service provision and access to clients who are marginalized, differently-abled, and unable to access services due to trauma
- Translate documents between Spanish and English as needed
- Maintain resource database and other databases as needed
- Attend service provider roundtables and other community meetings to acquire information regarding new client services and to share information regarding LACLJ services
- Deliver community outreach presentations to community members and service providers serving marginalized individuals who are disabled and experience limited access to information and services

Minimum Qualifications
- Bachelor’s degree in social work
- Strong technology and software skills including MS Outlook, Word, Excel, internet searches, etc.
- Ability to communicate well orally and in writing
- Ability to meet deadlines and perform multiple tasks with a strong attention to detail
- Ability to work successfully with people from diverse backgrounds
- Bilingual fluency in English and Spanish
- Experience working with low-income persons, immigrants and/or other under-served, under-represented populations
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:
- Work will be performed in an office setting at a workstation or remotely during COVID.
- This position requires concentration on tasks while facing distractions.
- This position requires attendance at meetings, both in and outside the LACLJ offices or virtually during COVID conditions.
- Use of office machines such as computers and telephones.

Salary and Benefits: This Community Care Advocate position is a non-exempt full-time temporary position until December 31, 2020 at an hourly rate of $19.23-$20.87 per hour, depending on experience. This position does not offer benefits.

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