



Neighborhood Legal Services
of Los Angeles County

JOB ANNOUNCEMENT
CASE MANAGER – DOMESTIC VIOLENCE SUPPORTIVE SERVICES

August 2020

Join Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provides a wide-range of legal services aimed to address issues that disproportionately impact the poor. These services include high impact litigation, direct services, public policy advocacy, providing training and technical assistance, community education, and supportive services.

NLSLA is seeking a part-time bilingual Case Manager to provide supportive services to survivors of domestic violence. The candidate must have a demonstrated passion and commitment and prior experience serving low-income individuals and client groups, with a sensitivity to those who have experienced domestic violence. The ideal candidate must possess strong organizational skills; be able to effectively work independently and have the ability to communicate verbally and in writing. The case manager will also collaborate with attorneys and advocates to support the client to understand and navigate the legal system.

Position: Case Manager, Part-time

Availability: Availability is Immediate.

Salary: Salary \$23.00 per hour + commensurate with experience. Excellent Benefits including: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b) with employer contribution, loan reimbursement, bilingual pay supplement, sick and vacation pay, and 13 employer-paid holidays.

Duties and Responsibilities:

- Responsible for intakes and comprehensive assessments of new referrals to identify client needs and barriers created by domestic violence.
- Create Service Plans in collaboration with clients to develop goals and timelines. Reassess and revise service plan as needed; and follow-up with clients to assess for additional services (i.e. legal assistance, housing).
- Provide direct services to clients which include case management, support groups, domestic violence education groups and individual life skills.
- Provide client advocacy services that include coordination of services on behalf of the clients with social service and government agencies, court accompaniments, assistance obtaining police reports, DCFS support and other needed advocacy to address barriers created by domestic violence.
- Case management: provide direct referrals to resources and assist client with application process of these to successfully link to outside agencies that will support client goals.
- Document information on each client, maintain written records, create, and provide reports and letters as requested.
- Regular travel to other NLSLA branch offices, courts, government agencies, and community-based organizations in designated district. Some travel required through program offices.

Neighborhood Legal Services of Los Angeles County | www.nlsla.org | Toll-Free Telephone: (800) 433-6251

GLENDALE OFFICE
Administrative Offices
1104 E. Chevy Chase Dr.
Glendale, CA 91205

EL MONTE OFFICE
3629 Santa Anita Ave.
#109
El Monte, CA 91731

PACOIMA OFFICE
13327 Van Nuys Blvd.
Pacoima, CA 91331

WELLNESS CENTER
Historic General Hospital
1200 N. State St., #1008
Los Angeles, CA 90033

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LEGAL SERVICES CORPORATION

Qualifications: Candidate must have at least one-year prior experience providing direct client services to survivors of domestic violence. Bilingual in Spanish required. Bachelor's degree in social work or related field required.

About NLSLA: Founded in 1965 as part of our nation's War on Poverty, NLSLA is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 150,000 low-income residents of Los Angeles County each year. Its operating budget for 2020 will reach \$22 million, with a staff of more than 160, including 80 attorneys.

NLSLA serves all of Los Angeles County with a special emphasis on the poverty communities of the San Fernando, San Gabriel, Pomona and Antelope Valleys, as well as the central county cities of Glendale, Burbank and Pasadena. NLSLA staff members are housed in four regional offices located in Pacoima, El Monte, Boyle Heights, and Glendale - where the program's administrative offices are also located. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona and Downtown LA; Hospitals and health centers in Sylmar, Van Nuys, North Hollywood and El Monte; and with social services providers in the Antelope Valley.

Advocates specialize in areas of the law that disproportionately impact the poor, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, as well as employment and training. NLSLA is particularly known for its innovative programs and collaborative models for delivering services across the County. Among those are the NLSLA Health Consumer Center (HCC) and Medical Legal Community Partnership projects ensuring that everyone receives the health care they need; Shriver Housing - LA providing right to counsel for evictions; Self-Help Legal Access Centers assisting the un-represented with domestic violence, family law and eviction cases in nine courthouses; Preventing and Ending Homelessness Project (PEHP) providing legal help to the homeless in Antelope, San Fernando and San Gabriel Valleys; and Disaster Legal Assistance providing support and help to low-income disaster survivors.

To apply: Forward resume and cover letter to (no phone calls):

Applicants should send a cover letter and resume to:

Elizabeth Brown, Director of Human Resources
Neighborhood Legal Services of Los Angeles County
1102 E. Chevy Chase Drive
Glendale, CA 91205
Fax: (818) 291-1790 E-mail: employment@nsla.org

NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics.