



Neighborhood Legal Services  
of Los Angeles County

**JOB ANNOUNCEMENT:**  
**Housing Case Manager- Shriver Housing Project**  
December 2021

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

The Housing Case Manager will be an integral part of a dynamic team of advocates from 4 public interest law offices working on a pilot project examining the impact of legal services on individuals, the court and the community in the Unlawful Detainer system. The Housing Case Manager's primary role will be to assist eligible litigants with housing retention services via successful linkage(s) to supportive services including but not limited to housing, medical, mental health supports, financial literacy and vocational services.

Prior experience serving low-income individuals and client groups on housing and eviction matters, with a sensitivity to those in crisis is preferred. The ideal candidate should have at least one year of work experience providing case management services to high-risk families experiencing a wide range of social and /or behavioral problems or any equivalent combination of education, training and prior work experience. And have the ability to effectively communicate verbally and in writing; and well-developed analytical skills. The candidate must be self-motivated with the ability to work independently. Bilingual verbal, reading, and writing proficiency in Spanish is preferred.

**Position:** Shriver Housing Case Manager

**Availability:** Availability is Immediate. Work site: Stanley Mosk Courthouse

**Salary:** Salary starts at \$40,000- commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b) with employer contribution, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

**Duties and Responsibilities:** The Housing Case Manager will meet with eligible litigants at the Shriver Self Help Center (SSH) to conduct comprehensive assessments that identify immediate needs, set short term goals and develop a clear plan to address barriers that impact a tenant's ability to obtain or retain housing such as housing support services, physical and/or medical assistance and substance abuse treatment, housing, education, job-training, and other social services. Work with assigned Shriver attorneys to coordinate communication with and advocate on behalf of clients to law enforcement, government agencies, social service agencies, education institutions, medical professionals, and others to help clients understand and navigate the legal system. Support clients' applications to various benefits programs. Some travel to other NLSLA branch offices, courts,

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

**GLENDALE OFFICE**  
Administrative Offices  
1104 E. Chey 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

government agencies, shelters and community -based organizations in Los Angeles may be required.

### Qualifications:

- Candidate must have prior experience providing direct client services, with specialization in mental health, chemical dependency, adult education, and/or employment support.
- COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please send a request via email to [employment@nlsla.org](mailto:employment@nlsla.org)

### About NLSLA:

Neighborhood Legal Services of Los Angeles County (NLSLA) is a steadfast advocate for individuals, families, and communities throughout Los Angeles County. Through a combination of direct representation, impact litigation, policy advocacy, and community education, NLSLA works to reduce the effects of poverty in Los Angeles' low-income communities, support the development of opportunities for individuals and families to move themselves out of poverty, and protect and enforce the legal rights of poor people by ensuring access to our health and justice systems.

Founded in 1965 as part of our nation's War on Poverty, NLSLA is now one of the largest and most comprehensive public interest law firms in California, with a staff of 160+, including 75+ attorneys. NLSLA staff are based in four program offices (Glendale, Pacoima, El Monte and Boyle Heights), courthouses and healthcare centers throughout Los Angeles County. The program's operating budget for 2022 is projected to surpass \$23 million.

Each year NLSLA provides free legal assistance to more than 100,000 individuals through innovative projects that expand access to justice. NLSLA attorneys specialize in areas of the law that disproportionately impact low-income people, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, services for justice involved adults and youth, education rights, and employment and training.

### To apply:

Forward cover letter, resume, and writing sample to (no phone calls):

**Applicants should send a cover letter, resume, and writing sample to:**

Lambreni Waddell, Chief of Staff & Interim 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@nlsla.org](mailto:employment@nlsla.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. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners.**