



Neighborhood Legal Services
of Los Angeles County

JOB ANNOUNCEMENT: Stay Housed Case Manager Position August 2022

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 housing advocates that work on several innovative housing initiatives created to address and counter the homelessness crisis. Stay Housed LA is a countywide program specifically intended to assist individuals with housing related issues. Prior experience serving low-income individual, and a sensitivity to those in crisis is preferred. Candidate should be able to work collaboratively in a team setting, have excellent interpersonal skills, public speaking skills and must be able to collaborate with community partners. Strong communication skills (oral/written) in English and Spanish are highly preferred. Candidate should be able to exhibit patience and sensitivity towards people in crisis situations.

- Position:** Housing Case Manager, NLSLA Stay Housed Project (Temporary)
- Availability:** Availability is Immediate.
- 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), bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.
- Duties and Responsibilities:** Responsible for working collaboratively with housing attorneys to provide advocacy and support services including conducting client interviews and intake; Maintain client files and important documents, prepare documents for clients; regularly communicate with clients; collaborate and problem solve with advocates; communicate and collaborate with community partners to secure resources for clients; Conduct informational presentations to clients and partners; Perform general clerical duties, scheduling meetings and conference calls, as well as other duties as assigned.
- Qualifications:** Experience working with low-income individuals and families preferred. Bilingual in Spanish preferred. Qualified candidates must have one of the following: (1.) B.A. or B.S. degree with 1 year working with community members or a non-profit organization (2.) High School degree with 2 or more years of experience working with a community based or non-profit organization. Experience as a volunteer while working towards a degree will count towards these qualifications.

COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered.

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

A PROJECT FUNDED BY
 America's Partner
for Equal Justice
LEGAL SERVICES CORPORATION

About NLSLA:

Founded in 1965 as part of our nation's War on Poverty, Neighborhood Legal Services of Los Angeles County (NLSLA) is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 115,000 low-income residents of Los Angeles County each year. The NLSLA staff of 180, including 80 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, clean slate initiatives, and employment and training.

Through a combination of individual representation, high impact litigation, and public policy advocacy, NLSLA's advocacy combats the immediate and long-lasting effects of poverty and expands access to health, opportunity and justice. 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. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona, Pasadena, 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.

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

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.