



Neighborhood Legal Services
of Los Angeles County

JOB ANNOUNCEMENT: Case Manager- FEEL Project

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 low income communities. These services include litigation, providing training and technical assistance, and community education.

NLSLA is seeking a Case Manager for its Social Work team. As part of a new and exciting project, the Case Manager will play a vital role in launching the Family Empowerment & Economic Legacy (FEEL) Project, which will support households with minor children that have been impacted by the criminal legal system. The Case Manager, under the direction and supervision of the Supervisor of Social Work, will be trained in and expected to provide trauma-informed care and maintain knowledge of a range of psycho-social issues affecting system-impacted individuals. The case manager will need to have the ability to work collaboratively in a multi-disciplinary team setting working closely with NLSLA's Clean Slate Initiatives (CSI) team.

This position involves a hybrid work schedule (2 days per week in office, 3 days per week remote). Additional field work will include occasional travel to and from outreach events and other locations in LA County.

- Position:** Case Manager (Temporary- One Year Project)
- Availability:** Availability is Immediate.
- Salary:** Salary range \$43,000- \$47,000, commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; flexible spending account (FSA) 125 plan; 403(b), bilingual pay supplement, loan reimbursement, sick and vacation pay, and 14 employer-paid holidays.
- Duties and Responsibilities:** The Case Manager is responsible for performing trauma-informed intakes and comprehensive assessments of justice-involved individuals and creating Service Plans in collaboration with clients to develop goals and timelines. As needed, the case manager will travel to other NLSLA branch offices, courts, government agencies, and community-based organizations in designated district. The case manager provides a range of direct services to clients which include:
- Case management and linkage to outside providers
 - Client advocacy services that include coordination of services on behalf of the clients with social service and government agencies, court accompaniments, assistance obtaining documents, and other needed advocacy to address barriers to self-sufficiency and stability
 - Provision of direct referrals to resources and assist client with application process of these to successfully link to outside agencies that will support client goals
 - Facilitation of family support groups and activities

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

- Management of economic security grants aligned with agreed upon service plan goals that will improve family well-being and help achieve self-sufficiency
- Administration of surveys to participants to track and report back on outcome of services provided
- Documentation of information on each client, maintain written records, create, and provide reports and letters as requested.
- Participate in reporting efforts to track data and outcomes obtained through the FEEL project
- Participate in legal workshops and/or outreach as needed

Qualifications:

Bachelor's degree in social work/human services or related field preferred (or equivalent experience). Minimum of one-year prior experience providing direct client services to justice-involved individuals (Strongly preferred). Bilingual in English/Spanish (preferred). Demonstrated passion, commitment, and initiative to serving low-income individuals and client groups, with a sensitivity to those in crisis. Excellent organization and time-management skills. Ability to communicate and collaborate effectively with clients, a multi-disciplinary team, community partners, and the public.

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

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 198, including 85 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:

Please [click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

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.