



JOB ANNOUNCEMENT

CASE MANAGER/SOCIAL WORKER - HOUSING

PROGRAM DESCRIPTION

The Law Foundation of Silicon Valley advances the rights of historically excluded individuals and families across Santa Clara County through legal services, strategic advocacy, and educational outreach. Now with over 90 employees, the Law Foundation is the largest provider of free legal services in the South Bay. Located in downtown San Jose, the Law Foundation is a dynamic and interesting place to work. We pride ourselves on fostering a work environment that is motivating, collaborative and fun, with plenty of opportunities for professional growth. We are working towards a Black, Indigenous, People of Color (BIPOC)-centered legal services practice that incorporates community and movement lawyering. Our focus areas include health, housing, and children and youth.

JOB DESCRIPTION

The Law Foundation of Silicon Valley is seeking a full-time Case Manager/Social Worker for its Housing Department. The Housing Department's focus is on the prevention of displacement of low-income individuals and communities of color through both direct legal services, including unlawful detainer (eviction) defense, and system change work, including impact litigation and policy advocacy.

The case manager/social worker will work in tandem with different Housing attorneys to identify and address the needs and interests of the clients, specifically those facing eviction. The case manager/social worker will work with attorneys to assist clients in order to comply with settlements and will work with clients to provide crisis intervention and case management. The case manager/social worker may be expected to meet with clients in various settings, including home and Court environments. The case manager/social worker may coordinate with other service providers working on behalf of clients and may help with referrals and resources. This is a regular, full-time position.

PRIMARY DUTIES

- Conduct home visits and assess the needs of clients being served by the Law Foundation's housing program.
- Identify and make appropriate referrals to outside agencies for clients facing housing insecurity.
- Provide crisis intervention and management to clients facing eviction.
- Work with housing attorneys and community housing advocates in case assessment, strategy, and management in order to keep clients housed.
- Participate in community outreach sessions.
- Advocate for clients in meetings.
- Maintain statistics on clients served.
- Help with ongoing case management to help housing clients comply with settlement agreements.
- Participate in general office upkeep duties, including computer data entry of intake information.

Ultimate placements and job duties will be assigned based upon the needs of the Law Foundation with consideration for the interests, skills, and experience of the applicant.

DESIRED QUALIFICATIONS

- At least a Bachelor's of Arts Degree in social work, psychology, or a related field;
- At least 3 years' experience as a case manager and/or Social Worker, or alternatively, a Master's Degree in Social Work;

- Background in working with adults and families in crisis, facing homelessness, and adults with mental health disabilities.
- Experience working in a high-volume environment with clients facing trauma.
- Valid Driver's License, with good driving record, or other transportation to, for example, conduct client visits, outreach presentations, and drop off rent deposits.
- Ability to work sensitively with adults and families in crisis including de-escalation skills.
- Knowledge of and experience with Santa Clara County social service agencies & providers.
- Ability to work independently and be self-motivated.
- Excellent verbal, interpersonal, writing, interviewing, and organizational skills.
- Bilingual ability and/or bi-cultural background in Spanish or Vietnamese required.
- Experience working with individuals from multi-ethnic communities desired.
- Preferred experience working with attorneys or in a legal setting.

COMPENSATION

Salary scale starts at \$56,251.09 for a BA level case manager/social worker with 3 years of experience or 56,888.53 for an entry-level candidate with a MSW. All compensation determined by the wage table of the current Collective Bargaining Agreement between SEI Local 521 and LFSV. Excellent benefits provided, including paid holidays, vacation, health insurance and 401(k). More information regarding the Law Foundation is available on our website: www.lawfoundation.org.

TEMPORARY COVID-19 REMOTE WORK

Due to the COVID-19 Pandemic, Law Foundation of Silicon Valley employees are currently working remotely for the foreseeable future, subject to some exceptions. The Law Foundation has implemented rigorous health and safety protocols to minimize risk of exposure for staff who occasionally need, or want, to work from the office. Due to the COVID-19 crisis and its impact on personal lives, the Law Foundation is open to providing flexibility regarding work schedules to the extent feasible for the position.

APPLICATION PROCESS

Applications will be reviewed on a rolling basis until position is filled. Please submit the following via email to jobs@lawfoundation.org: (1) a resume, (2) three professional references, and (3) a cover letter that explains your interest and addresses the question below.

To best serve our clients and our community, the Law Foundation is committed to creating a diverse and inclusive workplace in which differences are acknowledged and valued. How has your personal background or experiences, professional or otherwise, prepared you to contribute to social justice, race equity and diversity among our staff?

The Law Foundation is an Equal Opportunity Employer/Affirmative Action Employer. We value having staff who come from communities that are most impacted by our issues. For example, Black, Indigenous, Latinx, AAPI, and other people of color, womxn, people living with disabilities, older people, and lesbian, gay, bisexual, and transgender people are encouraged to apply. It is the policy of the Law Foundation to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status. The Law Foundation will conform to the spirit, as well as the letter of all applicable laws and regulations.

