



Right to Counsel Social Worker **Temporary Position**

The Eviction Defense Collaborative (EDC) seeks an enthusiastic Social Worker to join our team to assist in fighting for tenant rights and preventing homelessness and displacement. As a social worker providing case management and counseling services, you will play a key role in supporting the successful implementation of tenant right to counsel in San Francisco at the forefront of the universal right to representation movement.

At present, and until further notice, EDC is operating remotely due to the COVID-19 pandemic. EDC provides employees with the necessary IT equipment and remote access to work from home. EDC's COVID-19 Safety Plan adheres to the CDC's health and safety guidelines and the federal OSHA requirements for workplace safety.

The Organization

Eviction Defense Collaborative (EDC) is the only legal services organization in San Francisco solely focused on eviction prevention. EDC's goal is to prevent displacement, stabilize communities, and ensure housing equity in San Francisco. Formed in 1996 as the primary clearinghouse for tenants filing initial responses to unlawful detainers (UD), EDC has developed an effective, client-centered, trauma-informed, and culturally sensitive triage clinic model to process the high volume of clients through our daily, open door clinic model. We offer legal services in response to an eviction, tenant rights education, rental assistance, and advocacy for clients in shelter, all under one organizational umbrella. In 2019, EDC provided legal services to over 4,800 individuals (326 of which included full scope legal representation in an eviction proceeding - with a 100% rate of positive outcomes, successfully preventing displacement and homelessness). EDC disbursed \$816,318 in loans and grants to low-income tenants, and represented 267 shelter clients at hearings with an 87% success rate, keeping these clients housed at local shelters and off the streets. The Shelter Client Advocate program follows an empowerment model that incorporates a harm reduction approach. It utilizes restorative justice practices and provides skill building, improving relationships with shelter providers.

Our unique, comprehensive approach allows clients to receive the services critically needed to remain housed, while limiting their visits to multiple agencies (especially critical in a crisis, where every moment counts to prevent eviction). EDC prides itself on being the safety net for San Francisco tenants, serving tenants regardless of income, immigration status, or neighborhood.

Job purpose

The Social Worker is an integral part of the Right to Counsel Program that works with Right to Counsel attorneys on case management of their respective client's social services needs. The Social Worker may also work in collaboration with other EDC staff (including our Rental Assistance program staff). Because we strive to be barrier-free and client-centered, the position requires

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individuals who truly enjoy working with people, have the skills and capacity to respond in an empathetic and respectful way to clients who are often in crisis, and can work effectively in a collegial and fast paced environment.

Qualifications

First and foremost, the applicant must profoundly share EDC's mission and vision of social justice and be able to manage stressful situations with empathy and calm. Below are additional qualifications.

- Bachelor's degree in social work, social welfare, counseling, psychology, social psychology, or relevant experience.
- Minimum two years of related work experience in the field of social work and social services.
- Demonstrated commitment to social justice and an interest in assisting diverse, low-income communities.
- Be well-organized, highly motivated, and creative.
- Able to work independently and in a team-oriented environment.
- Excellent written and oral communication skills and computer literate.
- Able to work on several projects simultaneously, and handle a high volume of activity.
- An interest in working in an interdisciplinary team with attorneys to support clients.
- Valid driver's license and access to a car.
- Fluency, and ability to help clients, in a language other than English highly preferred.
- Knowledge of, and experience with, social services agencies, housing support services, and mental health providers in San Francisco County preferred.
- Experience working in a variety of settings in the field with individuals with physical and mental health disabilities, survivors of sexual assault, survivors of domestic violence, and those impacted by complex trauma preferred.

Duties and responsibilities

Social Services Duties (85%)

- Meet clients in various settings, such as home, shelters, public benefits offices, and court.
- Support clients in identifying their needs, setting goals, and developing structured plans for achieving those goals through appropriate evidence-based clinical practices.
- Provide crisis intervention and crisis counseling.
- Develop emergency safety plans and long term plans as a team with the client and attorney.
- Help clients connect to housing support services, physical and mental health services, and substance abuse treatment as needed.
- Support clients' applications to various benefits programs; at hearings, appointments, and meditation sessions assist in responding to and propounding discovery.

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Administrative Duties (15%)

- Attend weekly program meetings, monthly agency staff meetings, and relevant supervision meetings.
- Enter all data on time and correctly to support program evaluation and outcomes tracking.

Compensation

Salary depends on experience. This is an exempt position. Benefits include:

- Health, dental, vision, long term disability, and short term disability coverage;
- 13 paid holidays;
- One hour paid lunch daily
- Vacation accrual rate starts at two weeks in the first year of employment and increases to three weeks on the third anniversary

EDC is a 501(c)(3) organization, which qualifies for the Public Service Loan Forgiveness Program.

Union

EDC staff are represented by the National Organization of Legal Services Workers (NOLSW, UAW Local 2320, AFL-CIO). This is a temporary position and as such, is not a union position.

Working conditions

The position requires working with individuals during moments of extreme stress and instability. The position also requires the provision of culturally-sensitive and empathetic services. Furthermore, because of the nature of the intake work, the employee is expected to work during normal business hours, Mondays - Fridays, 9 am - 5 pm, and to be reachable by email, phone and video conference as needed during these said hours. Some evening and weekend work may be required.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting/standing.
- Extensive typing/data entry.
- Periodic lifting/carrying/transporting of materials in excess of 40 lbs.
- Close visual acuity to prepare and analyze data, text, and figures.
- Prolonged computer use.

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Direct reports

The employee will not supervise any employees.

Application Process

Email resume and cover letter to jobs@evictiondefense.org with the “Social Worker” in the subject line. We are reviewing applications as they come in and until the position is filled.

Commitment to Equity, Diversity and Inclusion

EDC is committed to continually building a diverse and inclusive workplace. We do so because it is the right thing to do, and because we know it makes our work stronger and more effective. We encourage applications from people of all backgrounds. EDC understands and values a workplace with staff from diverse educational backgrounds, cultures, ethnicities, races, sex, gender identity and expression, national origin, ages, languages spoken, veteran’s status, skin color, religion, disability, sexual orientation and beliefs. All qualified applicants will receive consideration for employment. The Eviction Defense Collaborative believes that all persons are entitled to equal employment opportunity and does not discriminate on any basis prohibited by applicable law.

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