



Temporary Case Worker

The Eviction Defense Collaborative (EDC) seeks an enthusiastic Temporary Case Worker to join our team to assist in fighting for tenant rights and preventing homelessness and displacement. As a Case Worker 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

Born out of a collaborative of a dozen non-profit providers and law groups, EDC provides legal assistance, advocacy and representation to predominately low-income and indigent tenants in San Francisco who are being evicted. Historically, EDC has been the first point of contact of approximately 95% of all tenants facing an eviction (unlawful detainer). Recently, EDC was named as the Lead Partner for San Francisco Tenant Right to Counsel. In this role, EDC will be designing and overseeing the implementation of tenant right to counsel.

Only a select few cities in the United States have a universal right to representation for tenants facing eviction. EDC has assisted these tenants by educating them about the legal process, advising them of their options, drafting responsive legal documents, providing referrals to assist them in fighting their evictions, negotiating legal settlements and representing them at trial. EDC also administers one-time rental assistance grants and loans through our RADCo program to help tenants who are behind in their rent to pay the rent and stay in their homes. Finally, EDC advocates on behalf of the sheltered homeless population who are being evicted from their shelters. The work at the EDC is made possible by a dedicated staff and many volunteers from local schools and the community. We are a collection of individuals passionate about advocating for tenant rights and preventing homelessness.

Job purpose

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

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- Demonstrated commitment to social justice and an interest in assisting diverse, low-income communities.
- Willingness/openness to working in a variety of settings in the field with individuals with physical and/or mental disabilities, substance abuse issues, survivors of sexual assault, survivors of domestic violence, and/or others impacted by trauma preferred.
- Able to work independently and in a team-oriented environment.
- Be well-organized, highly motivated, and creative.
- Excellent written and oral communication skills and computer literate.
- Able to work on several projects simultaneously, prioritize needs and handle a high volume of activity.
- An interest in working in an interdisciplinary team with attorneys to support clients.
- 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.

Duties and responsibilities

Social Services Duties (85%)

- Meet clients in various settings, such as home, shelters, public benefits offices, and court.
- Support the social worker in identifying client needs, goals, and developing a structured plan for the client to achieve those goals.
- Collaborate with the legal team in goal setting as stated above, with ability to understand and reinforce with clients the ways in which various social service interventions might positively impact their legal case.
- 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 and at hearings, appointments, and mediation sessions.

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 a non-exempt position. Benefits include:

- Health, dental, vision, long term disability, and short term disability coverage;
- 13 paid holidays;
- One hour paid lunch daily

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- 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 position is an uncontested 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. Some evening and weekend work may be required. Furthermore, because of the nature of the intake work, the employee is expected to be in the office during normal business hours and to communicate with staff regarding whereabouts when elsewhere for meetings or other obligations.

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.

Direct reports

The employee will not supervise any employees.

Application Process

Email resume and cover letter to jobs@evictiondefense.org with the “Temporary Case 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

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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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