

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.

At present, due to the COVID-19 pandemic, and until further notice, EDC is operating in a hybrid fashion, with some remote work and some onsite work. Some administrative and program staff are working on site at our offices. EDC's COVID-19 Safety Plan adheres to the CDC's health and safety guidelines and the federal OSHA requirements for workplace safety.

Proof of vaccination required

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.

- 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.
- Fluency, and ability to help clients in a language other than English highly preferred.
- 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 on an interdisciplinary team with attorneys to support clients.
- 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 Supervising Social Worker in identifying client needs, goals, and developing a 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

Starting salary \$55,000. This is a non-exempt, full-time position (Monday – Friday 9:00am – 5:00pm).

Benefits include:

- Health, dental, vision, long term disability, and short term disability coverage;
- 401(k);
- 14 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 two year anniversary.

Union

EDC staff are represented by the National Organization of Legal Services Workers (NOLSW, UAW Local 2320, AFL-CIO). This is a union position and subject to the terms of the Collective Bargaining Agreement.

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 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.

*At present, due to the COVID-19 pandemic, and until further notice, EDC is operating in a hybrid fashion, with some remote work and some onsite work. **This role will require some onsite work.** EDC's In Office COVID-19 Safety Plan adheres to the CDC's health and safety guidelines and the federal and state OSHA requirements for workplace safety.*



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/some 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 as attachments to jobs@evictiondefense.org with “Caseworker” in the subject line

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.