



JOB DESCRIPTION

JOB TITLE: Shelter Client Advocate Directing Attorney
DEPT/PROGRAM: SCA
REPORTS TO: Executive Director

JOB PURPOSE

The Shelter Client Advocate Directing Attorney is primarily tasked with advising the SCA Program on legal and procedural matters as they represent homeless shelter residents at administrative hearings relating to their shelter residence. 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.

DUTIES & RESPONSIBILITIES

- Provide legal advice and guidance to SCA Program Director and SCA Advocate on client hearings.
- Provide procedural advice and guidance to SCA Program Director.
- Review changes to the shelter system, including the Shelter Grievance Policy, and provide comment as appropriate.
- Be available and accessible as agreed with the SCA Program Director.

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.

- California licensed attorney in good standing.
- Experience in client representation, administrative law and hearings, dealing with legislation, and/or human rights advocacy.

REQUIRED SKILLS

- Excellent Communication (written and verbal), interpersonal, and negotiation skills.
- Ability to handle confidential information with discretion.
- Experience working with very low-income communities, diverse populations, and unsheltered individuals.
- Must be comfortable working in community settings.
- Ability to work both independently and collaboratively.

CLASSIFICATION

This is a non-exempt, part-time position (.25 FTE).

UNION

EDC staff are represented by the National Organization of Legal Services Workers (NOLSW, UAW Local 2320, AFL-CIO). This position **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. Some evening and weekend work may be required.

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 be onsite the majority of the week, depending on the needs of the Department or Program they are reporting to.** 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.

Proof of vaccination required

The employee is expected to be in the office (or available while working remotely) during normal business hours and to communicate with their supervisor regarding whereabouts when elsewhere for meetings or other obligations. Additionally, the employee is expected to be reachable by email, phone and video conference as needed during normal business hours, Monday – Friday 9:00am – 5:00pm.

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.
- Close visual acuity to prepare and analyze data, text, and figures.
- Prolonged computer use.

EDC IS AN EQUAL OPPORTUNITY EMPLOYER

Eviction Defense Collaborative (EDC), is proud to be an Equal Opportunity employer. EDC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, ethnicity, language, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, transgender status, sexual stereotypes, age, genetics, status as a protected veteran, status as an individual with a disability, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

DIRECT REPORTS

The SCA Directing Attorney will not supervise any employee.

COMPENSATION

The base salary for this position is **\$100,000 (\$48.08 per hour)**. An additional \$1,000 will be added for each relevant year of experience, up to **3 years** of experience. The starting salary for this position is capped at **\$103,000 (\$49.52 per hour)**.

EDC offers a Multilingual stipend of \$125 per month (\$1,500 per year) above the base rate, for specific roles that regularly use oral or written communication with clients or related parties, in Spanish, Cantonese, or Mandarin, in the performance of their regular job duties. To qualify for this stipend, the employee must be fluent one of the specified languages and pass an oral and/or written test approved by the Labor-Management Committee.

This role is not eligible for the multilingual stipend as oral and written communication with clients is not regularly performed as part of the job duties of this position.

DATE APPROVED:	9/15/23 AA
DATE LAST REVIEWED:	9/15/23