



# JOB DESCRIPTION

**JOB TITLE:** Litigation Caseworker  
**DEPT/PROGRAM:** Litigation  
**REPORTS TO:** Supervising Social Worker

## JOB PURPOSE

The Litigation 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 service needs. The Litigation 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.

## DUTIES & 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.

## 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 to work in a variety of settings; including 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.
- Able to work independently and in a team-oriented environment.
- Must have 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.

## REQUIRED SKILLS

- 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.
- Punctual.
- Able to manage online calendars and set appointments.
- Fluency, and ability to help clients, in a language other than English highly *preferred*.

## CLASSIFICATION

This is a nonexempt, full-time position.

## UNION

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

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 and not a remote position. This role will be onsite the majority of the week, depending on the needs of the Litigation Department or Program.**

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.

Equipment for remote work, such as a laptop, will be provided per the needs of the program or department this position reports to.

\*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 Litigation Caseworker will not supervise any employee.**

## COMPENSATION

The base salary for this position is **\$65,000 (\$31.25 per hour)**. An additional \$1,000 will be added for each relevant year of experience, up to **10 years** of experience. The starting salary for this position is capped at **\$75,000 (\$36.05per 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 in one of the specified languages and pass an oral and/or written test approved by the Labor-Management Committee.

**This role is eligible for the multilingual stipend of \$125 per month period to qualified individuals.**

<b>DATE APPROVED:</b>	<b>11/30/23</b>
<b>DATE LAST REVIEWED:</b>	