



Full-Time Support Services Coordinator

The Firm:

Casa Cornelia Law Center is a public interest law firm providing quality *pro bono* legal services to victims of human and civil rights violations with a primary commitment to the indigent within the immigrant community in Southern California. The firm is governed by a Board of Directors and managed by a team of professionals led by the Executive Director.

The Department:

Casa Cornelia Law Center exclusively provides legal representation in humanitarian immigration remedies. The firm realizes, however, that other legal and non-legal needs of clients may inhibit their ability to access the firm's services. The Support Services Program seeks to connect clients to services and resources in the community to address their non-legal needs and needs for legal representation in non-immigration matters.

The Position:

The Support Services Coordinator facilitates access by Casa Cornelia Law Center's clients to resources in the community for non-legal needs and non-immigration legal needs. The Coordinator develops, nurtures, and maintains relationships in the community with partner organizations, assesses the needs of clients for specific referrals to such resources, and connects clients to those organizations as appropriate.

Primary Responsibilities:

Duties include but are not limited to:

- a) Ensuring that applicants for services and clients are treated with dignity and respect;
- b) Recognizing the vulnerability of the immigrant population, especially those in urgent situations or proceedings and accommodating for cultural diversity;
- c) Assessing the social service and additional legal needs of clients that are beyond the scope of the firm's services but inhibit their ability to access the firm's services;
- d) Connecting clients to resources for accessing the needed services;
- e) Referring clients to other non-profit and community-based organizations as appropriate;
- f) Establishing, nurturing, and maintaining relationships with other non-profit and community-based organizations to ensure successful and streamlined referrals;
- g) Participating in community forum and presentations, as appropriate;
- h) Collaborating with staff to maintain statistics for reporting and funding purposes;
- i) Maintaining the case management database with updated information; and,
- j) Other duties as assigned.

Accountability:

The employee reports to the Programming Director and meets with the Programming Director for regularly scheduled supervisory sessions.

Qualifications:

The following are required for appointment to the position:

- a) A commitment to social justice and Casa Cornelia Law Center's mission;
- b) Sensitivity and ability to work with clients of different cultural, ethnic and socio-economic backgrounds;
- c) A master's degree in the social sciences or equivalent from an accredited university;
- d) Ability to work with survivors of violence and severe trauma;
- e) Fluency (oral and written) in Spanish or another language (other than English) frequently spoke by the firm's clients;
- f) Ability and willingness to give public presentations to large groups;
- g) Strong communication (written and oral) skills; and,
- h) A California driver's license and reliable transportation.

Candidates for the position with the following additional qualifications will be given priority:

- a) A master's degree in social work;
- b) A license to practice social work;
- c) Prior experience in social work;
- d) Prior experience working with immigrant survivors of violence;
- e) Prior experience in program development; and,
- f) Prior experience in case/data documentation.

Physical Requirements and Work Environment:

Work is performed in an office setting with a moderate noise level; employee will regularly work at a computer station and operate electronic equipment with occasional driving for off-site responsibilities; employee will regularly communicate by email, telephone and in-person with staff and other professionals; employee will occasionally lift, carry and position objects weighing up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional Job Information:

Work hours are full-time, 35 hours a week. The normal schedule is Monday through Friday from nine through five, although employee must be available for occasional evening and weekend assignments. This is a non-exempt position and additional hours will be compensated accordingly. Salary commensurate with education and experience. This position is eligible to receive paid benefits including medical, dental, vision, life, and long-term disability insurance. Additionally, the employee will qualify for retirement plan, paid and sick time off, twelve paid holidays, and a rewarding and professional work environment.

To Apply:

Please send your (1) cover letter of interest; (2) resume; and, (3) three professional references to Applications@casacornelia.org.

To learn more about Casa Cornelia, please visit www.casacornelia.org.

Casa Cornelia Law Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.