

EAST BAY CHILDREN’S LAW OFFICES
JOB ANNOUNCEMENT FOR DIRECTOR OF SOCIAL WORK

ORGANIZATION DESCRIPTION

East Bay Children’s Law Offices, Inc. (EBCLO), a nonprofit organization, provides free legal representation to children and youth who are the subject of abuse and neglect proceedings in Alameda County Juvenile Dependency Court. In addition, EBCLO is court-appointed to represent children in juvenile justice and probate guardianship cases. EBCLO is dedicated to high quality legal representation that incorporates a comprehensive approach to advocate for children in their court proceedings. EBCLO staff agrees that advocacy and representation of children is a team effort and will utilize an attorney-social worker team model. EBCLO seeks social workers passionate about working with children and youth in the juvenile dependency system.

Mission Statement:

The mission of the East Bay Children’s Law Offices, Inc., is to protect and defend the rights of children and youth through effective, vigorous and compassionate legal advocacy. EBCLO strives to provide a voice for children in the juvenile and probate court systems and to promote positive outcomes for them.

JOB DESCRIPTION

This is a full time position. The Director of Social Work reports to the Executive Director and is a member of the Executive Team. The Director of Social Work will be responsible for investigating all aspects of probate guardianship cases, including interviewing clients, service providers and professionals, and gathering records and reports. The Director of Social Work will visit homes and/or school for children, evaluating and reporting on the home and the child as required. The Director of Social Work will provide the probate attorney with an independent assessment of the child’s situation and when required, prepare and present an alternative disposition to the court. The Director of Social Work will supervise the social work team assigned to juvenile dependency cases. In addition, the Director of Social Work will recruit, train, and supervise social work student interns.

The Director of Social Work will prepare written reports and testify in court as required by the attorney with whom the social worker is partnered.

Primary Duties:

- Conduct interviews/visits with clients, petitioners, family members, and other interested parties to obtain a comprehensive assessment of the child’s needs.
- Obtain and analyze confidential psychological, medical and social histories of clients as well as school records.
- Refer clients to agencies and other appropriate services. Identify specific services and resources in the community to address the psychosocial needs of clients.
- Provide crisis intervention and management.
- Assist and advise attorneys in case assessment, strategy and management, including assisting in writing court reports.

- Maintain records, logs, and case files.
- Conduct psychosocial needs assessments and prepare written reports and treatment plans in support of client's position.
- Testify in court as required.
- Travel to visit clients in home or at school.
- Assess the suitability of placement and visitation with parents or relatives.
- Assist attorneys in mediation.
- Participate in the client's IEP and other school meetings as required.
- Provide social work intervention as requested by case-carrying attorneys, including conducting interviews with clients and/or their family members and other interested parties to obtain a comprehensive assessment of the child's needs.
- Assist and advise attorneys and Youth Advocate Social Workers in case assessment, strategy and management
- Provide crisis intervention and management
- Promote teamwork and communication between social work and attorney staff.
- Develop and provide training for the social work and attorney staff.
- Recruit and supervise social work interns.
- Participate as a member of the EBCLO Executive Team. Work collaboratively with the other members of the team to promulgate EBCLO policy and procedures and make recommendations to the Executive Director as appropriate.
- Attend, participate in and represent the EBCLO as an organization in connection with external meetings that promote and impact the interests of EBCLO clients.
- Other duties as requested by the Executive Director.
- Schedule flexibility is required due to needs of clients.

Minimum Qualifications:

- A graduate degree from an accredited college or university as MSW, Ph.D. or MA in a Social Service field.
- LCSW license is strongly preferred but not required.
- In-depth knowledge of needs of children and adolescents in out-of home placement and transition aged foster youth.
- Minimum of ten years' experience in working with abused and neglected children, delinquent children and/or children served by the mental health system, and their families. Prior Management or Leadership experience.
- Strong writing ability, analytical ability, and excellent interpersonal skills
- Sound judgment.
- Ability to be clinically responsive to supervisees in stressful setting.
- Proficient in the use of Microsoft Word, Microsoft Excel, internet and email.
- Experience serving low-income, diverse ethnic communities.
- Ability to drive with valid driver's license, auto insurance, and access to use of an automobile as needed.
- Bilingual ability preferred.
- Applicants with experience in juvenile dependency and a strong commitment to child advocacy, who also possess a familiarity with mental health issues, the development of social history issues, and special education, are encouraged to apply.

SALARY: From \$70,000 to \$90,000 commensurate with experience.

APPLICATION DEADLINE: Review of candidates will begin immediately and continue until position is filled.

TO APPLY: Send cover letter, resume, and a list of three references to: jobs@ebclo.org Please specify “Director of Social Work” in subject line. The majority of EBCLO’s clients are low income youth of color. To best serve our clients, we are constantly striving for a work place which supports diversity, inclusion and equity and in which differences are acknowledged and valued. **In your cover letter, please address how your personal background or experience, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff. Please think broadly about your response to this question, applying various aspects of your life and personal experiences.**

The East Bay Children’s Law Offices is an equal opportunity employer, a drug-free workplace, and an ADA accessible facility. The East Bay Children’s Law Offices values and promotes diversity. Applications invited regardless of race, gender, national origin, sexual orientation, age or disability.