



COMMUNITY  
LEGAL SERVICES  
IN EAST PALO ALTO

## SOCIAL WORKER, ALL PROGRAMS

Community Legal Services in East Palo Alto (CLSEPA) is a non-profit organization founded in 2002 by community leaders engaged in the social justice movement. Our mission is to provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. We serve low-income and working-class populations, predominantly communities of color, in the areas of immigration, housing, employment, and reentry law. We maximize our impact by coupling direct services with community education, technical assistance, and policy advocacy.

### Our Values

We value **Service, Equity, Humility, and Inclusion** and practice:

- Working towards our mission in concert with colleagues, our clients, and community. We recognize that people come to us as whole beings. Service is inherent in treating others the way you want to be treated and recognizing we all have the power to create change.
- Acknowledging, addressing, and reducing harm that results from inequities in society and within our own organization. Working for equity involves decreasing systematic mistreatment and barriers created by systems of social inequality. It also involves working towards increasing shared access to power, privilege, and resources in the community and within the workplace
- Understanding that learning is a life-long process, and we can learn from non-traditional sources, like clients and each other. Humility is listening with active curiosity and thinking about your own reactions and judgments. Humility is appreciating other identities, expressions, behaviors and ways of being and doing that are different from your own.
- Creating an environment where everyone, including those who have been historically excluded, is valued, able to participate fully, and have a voice.

CLSEPA is excited to announce a **Social Worker** position that will support clients across **all programs**. The Social worker will be responsible for coordinating and providing social services to CLSEPA clients while contributing to the growth and development of the organization's social work program. This position will report to and receive supervision from the Managing Social Worker and will collaborate closely with staff across all CLSEPA programs.

As a **Social Worker**, you will:

- Provide case management services by connecting clients and community members with a variety of resources, including health, mental health, family/social support, financial, employment, and housing services
- Work with clients across CLSEPA programs, including formerly incarcerated adults, working class immigrant families, and families experiencing housing or income instability
- Advocate for clients internally and with external agencies and community organizations
- Collaborate with the Managing Social Worker and CLSEPA attorneys regarding client progress, service coordination, needs assessments, and case troubleshooting
- Participate in regular supervision and case consultation with the Managing Social Worker
- Receive support related to case management, crisis intervention, and community-based resources
- Maintain accurate and timely client records and documentation

- Develop and maintain a comprehensive repository of referral resources throughout CLSEPA's service area
- Supervise social work interns, when applicable
- Adhere to state and federal policy as well as internal policies

As a **Social Worker**, you have:

- A minimum of an Associate's Degree in Social Work or related field required; Bachelor's or Master's in Social Work preferred
- Two to three years' practical work experience in the field of social work required
- Spanish proficiency required
- Experience working in low-income and underserved communities
- Excellent written and verbal communication skills
- Ability to present information and analysis clearly and concisely
- Strong time management skills and thrive in a fast-paced environment
- Proficiency with Microsoft Office, Google Suite, video conferencing, and data entry
- Commitment to the mission and values of CLSEPA
- Ability to relate to and communicate with a broad range of clients and colleagues; and
- Demonstrated ability to work cooperatively with others, both within the organization and in the community.

### **Compensation**

This is a full-time exempt position with the following starting annualized salary ranges:

- A.A. or B.A.: \$68,000-\$88,000 (Depending on Experience)
- MSW: \$84,000-\$98,000 (Depending on Experience)

The ranges provided are CLSEPA's reasonable estimates of the base compensation for this role. The actual salary amount may be higher or lower, based on non-discriminatory factors such as experience, knowledge, skills, and abilities.

### **Benefits and Perks**

In addition to a competitive compensation package, we offer competitive benefits, including health, vision, and dental insurance, a Health Reimbursement Account for mental health, 15 paid holidays, generous PTO and a 403(b).

To promote and support financial wellness, CLSEPA pays state bar dues, and malpractice insurance. This position currently qualifies for Public Service Loan Forgiveness.

### **Physical Requirements**

Prolonged periods of concentration while sitting at a desk and working on a computer.

### **Location**

CLSEPA is a hybrid workplace. Employees are expected to reside in the Bay Area/Northern California and at a distance allowing them to commute to their physical CLSEPA base location or other service delivery locations as needed. This position requires commuting when necessary to hold in-person meetings with clients (when clients are not able to meet via telephone or video call or there is another client-centered reason to meet in person), meetings with community partners, and tabling at community-facing events. It will also require commuting for periodic team or all staff gatherings

(frequency approximately once or twice per month).

**CLSEPA is an equal opportunity/affirmative action employer** that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy-and childbirth- related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.

Pursuant to the **San Francisco Fair Chance Ordinance**, CLSEPA will consider for employment qualified applicants with arrest and conviction records.

### **Application Process**

The success of our mission is dependent on building and maintaining an organization that includes people from different backgrounds and experiences who can challenge each other's assumptions with new perspectives. To that end, we look for a diverse pool of applicants including those from historically marginalized groups - women, people with disabilities, people of color, formerly incarcerated people, people who are lesbian, gay, bisexual, transgender, and/or gender nonconforming, first- and second-generation immigrants, veterans, and people from different socioeconomic backgrounds.

Applicants are encouraged to apply as soon as possible by submitting a resume, cover letter, writing sample and 3 professional references using this [link](#) or email [jobs@clsepa.org](mailto:jobs@clsepa.org). Applications will be accepted on a rolling basis until the position is filled.

**Why a cover letter?** We want to learn more about why CLSEPA - CLSEPA's clientele is extremely diverse, and the majority of our clients are low-income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued.

### **Cover Letter Prompt**

Feel free to think broadly about your response to the following question (applying various aspects of your life and personal experiences):

How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to service, equity, humility, and inclusion amongst our staff?