

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

**ORGANIZATION DESCRIPTION**

East Bay Children’s Law Offices, Inc. (EBCLO) provides court-appointed legal representation to children and youth who are the subject of child welfare proceedings in Alameda County Juvenile Court and guardianship proceedings in Alameda County Probate Court. Formerly a division of the Alameda County Public Defender’s Office, we became a stand-alone non-profit in 2009 establishing a holistic practice advocating for children both in and out of court. As a multi-disciplinary team of attorneys and social workers, we believe that children should be seen *and* heard.

**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**

We are looking for a full-time Director of Social work to join our dynamic organization working in a client driven multi-disciplinary environment. The Director of Social Work is a member of the Executive Team, along with Managing Attorney and reports directly to the Executive Director. This position leads the social work team, which includes clinical supervision of the Assistant Director of Social Work and 4 staff social workers/case managers, and also guides the organization with the rest of the Executive Team. While many employees have continued to work remotely 3-4 days/week because of COVID-19, Executive Team members are expected be in the office in person 4-5 days/week.

**Primary Responsibilities:**

**Executive Team**

- Provide the social worker perspective in strategic decision making at the organizational level, including program development and growth.
- Develop and evaluate best practices for collaboration between lawyers and social workers within a multi-disciplinary practice.
- Evaluate and provide feedback on administrative, operational and financial matters affecting the organization including, but not limited to, budgeting, staffing and crisis management.
- Lead recruitment, hiring and training of staff social workers, case managers and MSW interns. Participate in hiring and training of staff attorneys and other staff.
- Coordinate with other Directors of Social Work throughout the state working in multi-disciplinary children’s law practices to develop best practices, share insights and promote a multi-disciplinary approach in child welfare representation locally and nationally.
- Attend meetings of EBCLO’s Board of Directors.

- Represent EBCLO to outside groups/committees that promote and impact the interests of EBCLO clients.
- Provide office and community wide trainings as needed.
- Assist in managing client needs fund distribution.
- Support and maintain a collegial and cooperative office culture which promotes best practices, transparency, equity and the passionate representation of clients.

### Clinical Supervision Responsibilities

- Provide culturally responsive supervision with a focus on equitable, culturally responsive services to clients.
- Lead EBCLO's social work team through regular team meetings and group supervision.
- Provide regular and ongoing 1:1 clinical supervision to social workers, case managers and MSW interns, prioritizing solid collaboration between attorneys and social workers; the professional development of each team member; and by supporting staff experiencing vicarious trauma.
- Facilitate case conferences and other meetings.
- Provide crisis management support within cases to social worker team and attorneys as needed.
- Consult with attorneys about child development, mental health, vicarious trauma, child abuse risk & safety assessments and other related topics.
- Conduct annual performance evaluations for social work team members.
- Ensure the social work team complies with EBCLO policies and procedures.
- Maintain accurate client files and track daily time in client databases.

### Social Worker Responsibilities

The Director of Social work will carry a limited number of cases. These responsibilities include:

- Conducting interviews/home visits with clients and collaterals to obtain a comprehensive assessment of the child's needs.
- Analyzing confidential psychological, medical and social histories of clients as well as school records.
- Identifying and referring clients to outside agencies and other appropriate services; providing clients with crisis intervention and management.
- Testifying in court as required.
- Attending mediations, Child & Family Team Meetings and/or school meetings.
- Assessing the suitability of placements.
- Schedule flexibility is required due to needs of clients.

### Essential Qualifications

A successful candidate will have:

- A graduate degree (i.e., MSW, Ph.D, or MA in social service field) from an accredited college or university.
- LCSW license is strongly preferred but not required.
- Prior management or leadership or supervision experience is preferred.

- Extensive experience working with children and youth in the child welfare, probation and/or mental health systems.
- Demonstrated commitment to encouraging and supporting diversity, equity and inclusion in the work place.
- Strong communication skills and sound judgment.
- Ability to be clinically responsive to supervisees in stressful setting.
- Ability to work independently and be self-motivated.
- Skill establishing working relationships with clients and coworkers of diverse racial, cultural, socio-economic and age backgrounds and gaining their confidence.
- Valid driver's license, auto insurance, and car as needed.
- COVID-19 vaccination.

SALARY: From \$90,000 to \$115,000 commensurate with experience. EBCLO provides generous benefits, including full health, dental, vision and acupuncture benefits for employees and 25% of dependent coverage, life insurance and a 403(b) retirement plan. Our new modern office space across the street from the Martin Luther King, Jr. Regional Shoreline is surrounded by windows, with high ceilings, and outdoor balcony access with a view of San Francisco. There is also a free gym and shower in the building.

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, including a current or prior supervisor, to: [jobs@ebclo.org](mailto:jobs@ebclo.org). Please specify "Director of Social Work" in subject line. The majority of EBCLO's clients are youth of color impacted by or living in poverty. 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 explain how your perspective, background, culture and/or lived experience contribute to your ability to promote equitable practices in our advocacy for clients and within our organization.

The East Bay Children's Law Offices is an equal opportunity employer, a drug-free workplace, and an ADA accessible facility. We welcome all applicants. Diversity is more than a legal requirement for us; it is one of our core values that we strive to center in our work and culture.