

**EAST BAY CHILDREN'S LAW OFFICES**  
**JOB DESCRIPTION FOR PROBATE YOUTH ADVOCATE SOCIAL WORKER**

**ORGANIZATION DESCRIPTION**

East Bay Children's Law Offices, Inc. (EBCLO), a nonprofit organization, provides legal representation to children and youth who are the subject of abuse and neglect and probate guardianship proceedings in Alameda County Courts by court appointment. EBCLO is dedicated to high-quality legal representation that incorporates a comprehensive approach to advocate for children in dependency and guardianship proceedings. EBCLO staff agree that advocacy and representation of children is a team effort and we use an attorney-social worker team model. EBCLO seeks social workers who are passionate about working with children and youth in the court system.

**JOB DESCRIPTION**

This is a full-time, non-exempt position. Spanish fluency is strongly preferred. As a part of the legal team in the probate department, the Youth Advocate Social Worker works with the clients to evaluate their needs and make recommendations, including in written reports to the attorney and the court. Due to the small number of clients within the probate department at the EBCLO, the Youth Advocate Social Worker plays an instrumental role in providing direct services to the clients. The social worker connects with the youth, their family, and the community. As the child's advocate, the social worker is responsible for working with our clients to develop a case plan and making referrals to community-based services to facilitate their future success. In addition, the social worker will be responsible for assessing all aspects of the court cases, including interviewing clients, family members, court investigators, and other service providers and professionals, and gathering records and reports. The social worker will visit clients at home and/or school, evaluating and reporting on the same as required.

The social worker will prepare written reports and testify in court as required.

**Primary Duties:**

- Conduct interviews with clients, family members, and other interested parties.
- Conduct developmental and mental health screenings.
- Obtain and analyze confidential psychological, medical, and social histories of clients.
- Identify specific services and resources in the community to address the psychosocial needs of clients and make referrals as needed.
- Provide crisis intervention and management.
- Partner with the probate attorney in the development of case assessment, strategy, and management.
- Maintain records, logs, and case files and keep track of time.
- Conduct psychosocial needs assessments (CANS) and prepare written reports and treatment plans in support of the client's position.
- Testify in court as required.
- Frequent travel to visit homes and placements.
- Assess the suitability for placement and visitation with parents, relatives, and foster care providers.

- Assist attorneys in mediation.
- Participate in the client's IEP and other school meetings as required.
- Assist with the supervision of social work students or interns.
- Schedule flexibility is required due to the needs of clients.

Minimum Qualifications:

- Master's degree in social work.
- Demonstrated interest and ability in working with children and youth, and with low-income diverse ethnic communities.
- Strong writing ability, analytical ability, and excellent interpersonal skills
- Bilingual Spanish speaking ability strongly preferred.
- Ability to work in a stressful environment.
- Valid CA driver's license, auto insurance, and access to an automobile.
- Applicants with experience in working with children and families 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:** The range is \$62,500 to \$80,500. EBCLO also provides full health, dental, vision and acupuncture benefits for employees and pays 25% of dependent health care coverage. EBCLO also provides life insurance and a 403(b) retirement plan. Reimbursement for mileage and work expenses is provided as well as an annual allowance for professional development. Clinical supervision for LCSW licensure is provided internally. 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 open before and after work M-F.

**APPLICATION DEADLINE:** The review of candidates will begin immediately and continue until the position is filled.

**TO APPLY:** Send a cover letter, resume, and a list of three references to: [jobs@ebclo.org](mailto:jobs@ebclo.org) Please specify "Social Worker" in the 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 workplace that 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, has 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 are invited regardless of race, gender, national origin, sexual orientation, age or disability.