



**Job Description:** Social Worker - Denver

**Classification:** Exempt (Full-time)

**Reports To:** Manager, Client Support Services, Denver Housing Unit

**Salary Range:** \$43,913 - \$66,000 (Commensurate w/experience)

#### **ORGANIZATION OVERVIEW:**

Colorado Legal Services (CLS) has strengthened lives, assisted families and supported communities -- one person at a time for over 90 years. **We are** a non-profit addressing complex legal issues pertaining to family, housing, consumer, public benefits, immigration, tax, identity documents, migrant farmworkers, and other civil legal problems faced by low-income individuals and seniors. We are committed to providing high quality free legal advice and representation to eligible individuals throughout the State of Colorado. We have a long history of successful high impact, systemic advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

#### **NATURE OF WORK:**

In this role you will engage in frequent communication with attorney and paralegal staff, assessing and strategizing ways to achieve the best outcomes for CLS clients. To ensure CLS clients are served in meaningful ways beyond the delivery of legal services our CSS unit will offer referrals, case management, and/or longer-term clinical support to clients to achieve stability for the client, allowing them to effectively assert and defend their legal rights.

#### **ESSENTIAL DUTIES:**

- Interview adult clients and assess legal, social, possible medical, psychological and other needs to assist them to better navigate the legal process, using the social determinants of health.
- Provide brief and limited advocacy and emotional support to address clients' psychosocial needs in order to refer to and coordinate counseling, medical and mental health treatment, housing, public benefits, and other social services.
- Meet clients in the community, as needed, to connect them to community resources and/or provide support to clients while in court.
- Coordinate communication with and advocate on behalf of adult clients to law enforcement, government agencies, social service agencies, educational institutions, medical and legal professionals, and others to help clients understand and navigate systems.
- Consult and collaborate with CLS attorneys, paralegals and others to resolve clients support matters and ensure CLS clients are served in meaningful ways beyond the delivery of legal services.
- Ability to assess implication of physical, mental health, substance abuse issues, and neurological conditions on development across the lifespan.
- Knowledge and understanding of systemic issues and intersectionality's effects on housing stability.
- Assist Manager of Client Support Services in measuring and reporting data as required by grant agreement.



- Maintain up-to-date client support information in CLS's case management system to ensure accurate data collection and statistical tracking of support services provided.
- Keep current on area resources available and relevant to CLS clients' support needs including building and maintaining connections with new resources and community-based partnerships.
- Participate in meetings and provide information to staff in the Denver Office concerning community referrals and services available to clients.
- Adhere to Colorado Rules of Professional Conduct, including rules regarding the attorney-client privilege and client confidentiality.
- Design/Lead/Participate in CLS statewide trainings and other educational materials regarding trauma informed care, boundary setting, de-escalation methods, and educating non-social workers about the Client Support Services unit
- Supervise and train volunteers and interns of the Client Support Services unit, as needed.
- Occasional evening and weekend hours expected.
- Other duties as assigned.

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

The ideal candidate will possess the following:

- Bachelor's Degree from School of Social Work accredited by the Council of Social Work Education.
- A sensitivity to the needs of low-income individuals, seniors, individuals with disabilities, minorities, and individuals with limited English proficiency is required
- Available to work some evening and weekends as required.
- Strong writing and verbal communication skills.
- Thrive working in a fast-paced and ability to meet deadlines
- The ability to work collaboratively with staff, interns, and volunteers in a team-centered environment

#### **PREFERRED QUALIFICATIONS**

- Master's Degree from School of Social Work accredited by the Council of Social Work Education.
- Ability to obtain CSW or LSW upon hire.
- Experience working with vulnerable populations
- Familiarity with the legal system
- Self-motivated and innovative
- Strong organization and leadership skills
- Fluency in Spanish are preferred

#### **COMPENSATION AND BENEFITS:**

We offer a generous benefits plan that includes 100% employee paid Health insurance, Vision Service Plan – Vision insurance, and Delta Dental insurance, life insurance, long-term disability insurance, (EAP) Employee Assistance Program, Dependent Care and Medical Flexible spending accounts, and 403(b) retirement account. Additionally, CLS offers a \$350.00 monthly stipend (to be used as you chose), generous Paid Time-off and 11.5 paid holidays per year. CLS values its employee's commitment to working hard work for the population we serve and recognizes the importance of work/life balance; therefore, we offer flexible work



schedules, hybrid work arrangements, promotes and fosters a diverse, inclusive, equitable and psychological safe work environment; striving to be a “Best Place to Work” in Colorado.

**HOW TO APPLY:**

Please email us a copy of your resume, cover letter to [hiring@colegalserv.org](mailto:hiring@colegalserv.org) Please type “Social Worker, Denver” in the subject line.

**Note:** Please mention how you heard about the job announcement in your email.

**NO PHONE CALLS OR RECRUITING FIRMS PLEASE!**

CLS embraces diversity, inclusion, equity and belonging as an Equal Opportunity Employer in a serious way. We are committed to building a workforce that respects and seeks to empower each individual and represents a variety of diverse cultures, perspectives, skills and experiences within our workforce. We encourage all qualified candidates to apply for this position.