



## Job Description

**JOB TITLE:** Social Worker in Benefit Legal Advocacy

**DEPARTMENT:** Advocacy

**UNION AFFILIATION:** OPEIU

(Associated dues will apply)

**SUPERVISOR:** Benefits Legal Assistance Program Manager

**SALARY RANGE :** 27

**STATUS:** Non-Exempt

**FTE:** 1.00

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential.

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

**Job Summary:** The Benefits Legal Assistance Program provides civil legal assistance in administrative and Superior Court hearings and advice and dispute resolution services to low income persons who have had public benefits denied, terminated, or reduced. The Social Worker will support the work of the legal team and partner with attorneys and legal assistant staff to ensure the client's needs are being met in a holistic way and any barriers to accessing public benefits are removed. The Social Worker will independently assist clients in applications and renewals for public benefits, provide general case management for Benefits Legal Assistance clients, and engage in community outreach to build a network of support for our clients.

### Essential Responsibilities, Duties and Tasks:

- 50% Provide legal outreach in the communities we serve and staff regular outreach clinics at service providers around King County; Develop relationships with community partners in order to identify clients that need assistance with public benefits and provide those services in the location most convenient to the client. Identify referrals to Benefits Legal Assistance program and conduct legal intakes with clients. Build relationships with area service providers and develop cross referral systems to establish comprehensive wraparound services for clients.

- 40% Provide case management to clients. This includes gathering documentation to apply for or maintain benefits. Understand the public benefits system and independently make preliminary determinations of what benefits may be appropriate and available. Assist client in applying for benefits. Work with clients to proactively prevent legal issues from occurring. Coordinate with clients and service providers to ensure clients have a long-term plan for support.
- 5% Maintain accurate and confidential records. Assist with the completion of funding reports and compile statistics on services provided to current and former clients as needed.
- 5% Participate in program, department and agency meetings and relevant trainings as required. Coordinate on the development of trainings and materials related to public benefit advocacy work.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

#### **Education and Experience:**

Requires one of the following:

- Master of Social Work or related field or at least two years of experience working with public benefits systems.
- At least two years of direct social services experience including providing case management for families or individuals.
- Any combination of experience and education and measurable performance which demonstrates the capability to perform the duties of the position.

#### **Minimum Qualifications**

- Demonstrated attention to detail and ability to track and consistently meet deadlines;
- Demonstrated commitment to understanding and addressing issues facing low-income and vulnerable people;
- Strong communication skills, both written and oral, and ability to make complicated information accessible;
- Demonstrated ability to work collaboratively with diverse groups of people;
- Ability to analyze information quickly and work well in a fast-paced environment;
- Creative problem solving skills;
- Proficiency with technology including MS Word, case management systems, Excel, and Outlook and ability to utilize technology to work offsite;
- Experience with crisis intervention, conflict resolution, and case management services;
- Experience working with individuals and families to assist in navigating public benefits systems;
- Good organizational and record keeping skills, including the ability to maintain accurate and confidential files within our electronic case management system;
- Ability to work individually in a self-directed manner and as part of a team;
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages;

- Access to reliable transportation, valid driver's license, vehicle insurance that meets Washington State's minimum guidelines and the ability and willingness to travel throughout King County;
- Ability to occasionally work outside of conventional office hours to meet needs of clients and conduct outreach.

**Physical Demands/Working Conditions:** This position works in an office setting, performing general office duties 70% of the time and 30% of the time in the field working with clients. Time in the office is 20% computers, 50% meetings, and 10% phones. Work may be interrupted by the immediate needs of a client in crisis of urgent work needed to support a time sensitive legal issue. Work involves physical movement throughout the facility. Position requires employee to lift/carry 20 pounds rarely, and push/pull 10-20 pounds seldom, 1-5 pounds frequently. Position has the ability to sit/stand as needed. Stairs not required.

**Hours and Compensation:** This is a fulltime Union position paying \$24.75 per hour plus benefits. Benefits include medical, dental, voluntary vision, short-term and long-term disability insurance, basic life insurance, employee assistance program, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax- sheltered health care and dependent care accounts.

**To Apply:** Applicants **must complete the Solid Ground Application Form** specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood. **Please attach a cover letter and resume**

**Closing Date:** Open until filled. Application review will begin on May 27th, 2020

**Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status**