



Job Opening: Identification Advocate

(Announcement Date: June 25, 2017)

The Georgia Law Center for the Homeless (the Law Center) seeks a talented, dedicated, and hard-working individual to join our dynamic team as the Identification Advocate to help meet our mission to serve those who are experiencing homelessness by providing free, quality, civil legal and social services.

Organization Summary:

The Law Center has been a thought leader and catalyst for transformative justice since 1983 when it was founded. We provides free legal and social services to those who are experiencing homelessness or at imminent risk of becoming homeless, which is advocacy that would otherwise be inaccessible. Through lawyers, social workers, advocates, and community volunteers, the Law Center compassionately fights for justice and successful outcomes for our clients. Our work includes providing assistance with unjust evictions and other housing matters, domestic and intimate partner violence, custody and other family law matters, helping survivors of sex trafficking, and obtaining birth certificates. The Identification Advocate is a key member of the our team, providing a crucial service to clients seeking to obtain ID, a common obstacle to stable housing and employment.

The Law Center has impacted the lives of thousands of people experiencing homelessness in Atlanta. Pioneering collaboratives over the course of decades, the Law Center is an incubator for social change advocacy that combats the root causes of homelessness and poverty.

Responsibilities

The Identification Advocate administers the Law Center's program in assisting individuals who are either at risk of becoming homeless or currently homeless with obtaining identification, primarily client's birth certificates. The position involves determining clients' eligibility for services, requesting additional verification of identification, conducting an initial needs assessment, developing individualized case plans, managing financial assistance requests, and providing case management services in conjunction with community partners.

The Identification Advocate's responsibilities include but not limited to the following activities:

- Manage a caseload of 100+ clients seeking to obtain certified records of birth

- Provide direct advocacy and referrals for clients, primarily through one-on-one interactions
- Advocate on clients' behalf during the process of requesting birth certificates from various state and county vital records offices
- Assist with managing the intake procedure for new clients, screening clients for eligibility and issue spotting for further advocacy
- Conduct shelter outreach visits

Qualifications

The Identification Advocate must be highly organized and capable of handling a variety of tasks simultaneously. Strong written and verbal communication skills should be polished and effective. They must be able to set priorities, coordinate multiple tasks, handle details, and work effectively under pressure, all with minimum supervision. The candidate must have strong people skills, a strong sense of professionalism, and a team approach to work. A desire to make a difference in the lives of those who are homeless is essential.

- Bachelor's degree preferred and/or 2-3 years of case management/non-profit work
- Experience in and/or knowledge of social service work
- Flexible worker, able to adapt quickly to changing priorities
- Inventive problem-solver, driven to resolve challenges and identify opportunities to grow and improve
- Ability to work in a team, pitching in to help, even if it's not directly related to your job
- Knowledge of Atlanta social service network highly desirable
- Ability to build rapport and trust with clients in order to identify their full range of needs
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.
- Important to be self-directed, confident, and personable
- Familiarity with Microsoft Office

Job Type

Full-time

Atlanta, Georgia

To Apply

For consideration, please email, as attachments, your resume and a letter detailing your interest in this particular position to hbronson@galawcenter.org. Please note that background checks are required for offers of employment.

No phone calls, faxes, or mailings please. Due to the large number of applications anticipated, please note that we will not be able to respond to each one individually. We will contact those candidates that we believe best match our requirements. Thank you for your interest.

The Law Center is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, gender identity, or sexual orientation.