



Senior Legal Hotline/Sacramento Senior Legal Services
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SOCIAL WORK INTERN JOB DESCRIPTION

Position: Social Work Intern

Supervisors: David Mandel, Supervising Attorney dmandel@lsnc.net
Kathy Kelly, Staff Attorney kkelly@lsnc.net

Program Description:

Legal Services of Northern California (LSNC) is a nonprofit agency providing free, high quality legal services to low-income families in 22 Northern California counties. LSNC also sponsors the Senior Legal Hotline (SLH), offering telephone advice, information and brief services to senior citizens throughout California. Jointly administered with SLH, LSNC also provides more extensive services to seniors in Sacramento County. Common issues handled include housing, health, income maintenance, long-term care, consumer issues, elder abuse, wills and trusts, family law and grandparent rights.

SLH has hosted one or two CSUS social work students as a field placement site every year since 1994. They work under the direction of staff attorneys and a volunteer MSW supervisor who comes in one afternoon a week.

Principal duties may include:

1. Provide assistance and advocacy for individual clients when suggested by advocates who think they would benefit from some additional non-legal counseling and/or extra help connecting with local social service agencies. This may be a brief conversation or ongoing, as part of a team with a legal advocate. It can occasionally involve home visits.
2. On an ongoing basis, help the program evaluate the appropriateness of referral agencies and groups on its lists.
3. Provide legal advocates with additional referrals to community groups, advice letters, self-help packets and other appropriate resources.
4. Conduct phone intake and counseling for grandparent caregivers and other seniors dealing with issues of custody or visitation of minors.
5. Attend elder law training workshops, particularly those that deal with long-term care, grandparent legal rights and conservatorship/competency issues.
6. Help prepare reports to funding agencies and assist with conferences and clinics.
7. Help organize the program's directories of social service resources.
8. Perform additional duties as assigned, consistent with qualifications.

Qualification criteria:

Knowledge: Knowledge of social services, interviewing techniques, community resources and counseling methods.

Skills: Ability to analyze, develop and implement a work plan; work independently and accept supervision; interview clients in a professional and courteous manner; take notes and document activities in an organized manner; relate and communicate with the client community and

community organizations; network with other social service organizations and find resources; act as a client advocate; have good listening skills and help clients feel at ease during the interview; evaluate, assess and make proper referrals; learn computer techniques.

Education/Experience: B.A. in social work or a related subject, though undergraduates with significant relevant experience will be considered. At least one year of experience in a social service agency is desirable, as is experience dealing with issues affecting seniors and/or low-income clients.

Language: An ability to relate to the client community and communicate with clients; bilingual skills (Spanish or Asian languages) are highly desirable.