



**Position:** Social Services Program Director

**Organization:** Oasis Legal Services

**Location:** Berkeley, CA

**Start Date:** January 2024

## **The Organization**

Oasis Legal Services (Oasis) is a nonprofit based in Berkeley, California, with a second office in the Central Valley. We proudly provide quality legal immigration services to LGBTQ+ immigrants. Founded in May 2017, Oasis supports over 800 clients a year with legal representation and social services case management. We specialize in affirmative asylum, lawful permanent residency, VAWA, citizenship, and family petitions. In addition to direct representation and wrap-around social services, we partner with local community organizations and national coalitions on education and advocacy projects.

## **The Position**

Oasis is seeking a full time Social Services (SoS) Program Director to oversee our growing Social Services Program. The SoS Program Director will work alongside our legal team to provide holistic support to clients throughout their immigration case through both individual case management and supervision of other SoS team members, including MSW and undergraduate interns. The position requires a strong advocate with experience in case management, program development, supervision, solid organizational skills, a willingness to work collaboratively across legal and social work disciplines, and an interest in cultivating the next generation of social workers. This position reports directly to our Director of Programs. Key components of the position include:

- Provide case consultation/supervision for all client work done by SoS staff and social work interns, including: assisting clients in applying for applicable benefits and connecting clients to programs for asylees, mental health services, affordable healthcare, emergency housing, cash assistance, job training, and legal name and gender change assistance
- Program development and management, including year-round recruitment of social work interns

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**Bay Area:** 1900 Addison St., Suite 100, Berkeley, CA 94704 | (510) 666-6687

**Central Valley:** 1060 Fulton St., Fresno, CA 93721 | (559) 777-6786

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- Resource creation and client education about employment rights, housing access, STI and HIV prevention and treatment, and public benefits
- Training to external partners and agencies on working with LGBTQ+ immigrants, including available supports and barriers to service
- Collaboration and partnership building with other service providers and agencies to facilitate successful client referrals
- In the short-term, provide direct case management for clients

### **Primary Responsibilities:**

- Supervise Oasis' SoS staff and interns, both in-person and remotely
- Connect clients with appropriate social services and supports, both through short-term direct case work and through continued supervision and case consultation
- Develop relationships with local social service providers and agencies
- Advocate for clients and Oasis in non-legal settings (i.e., social service and social security offices, community-based organizations, local housing authorities, community forums, etc.)
- Oversee administration of SoS program data, including collaboration with legal programs and the development team to record and report accurate client and programmatic data
- Provide training to Oasis' legal team on best practices for trauma-informed, culturally responsive supports and resources
- Periodic travel to Oasis' Fresno office to meet with SoS staff and oversee SoS client outreach events

### **Required Qualifications:**

- Must be a Licensed Clinical Social Worker in California
- Fluency in English and Spanish
- A minimum of 2 years of experience working as a social worker in a direct clinical and/or case management practice with program administration experience
- At least 1 year of experience supervising MSW graduates or interns

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- Experience working in an interdisciplinary setting or experience working collaboratively with attorneys
- Commitment to providing services with cultural understanding and sensitivity
- Experience working with members of the LGBTQ+ **and** immigrant communities
- Ability to handle multiple tasks and prioritize workload in a fast-paced environment
- Ability to work from our office in Downtown Berkeley at least 3 days a week
- Experience with electronic case management and record keeping systems

### **Compensation and Benefits**

Salary range is \$80,000-\$90,000 depending on experience. Benefits include medical, dental, and vision coverage. Generous vacation and holiday package. Retirement benefits.

Professional development opportunities including membership in relevant local, statewide and/or national associations, and attendance at relevant conferences, as determined by Oasis' professional development policy and budget.

### **How to Apply**

Review of applications will begin immediately and continue until the position is filled.

Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references to [admin@oasislegalservices.org](mailto:admin@oasislegalservices.org). Place these words in the subject line: "Social Service Program Director\_Full Name"

We strongly encourage individuals from traditionally underrepresented communities, especially the LGBTQ+ and Latine communities, to apply. Oasis Legal Services does not discriminate on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal justice system, or any other basis prohibited by law.

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