



Worker Empowerment Clinic Director

Fe y Justicia Worker Center's mission is provide a safe space for low-wage workers to gather and learn about their rights in the workplace, network for various social services, file complaints with government agencies, meet with attorneys and connect with community allies. FJWC also organizes low-wage workers to improve conditions on the job and mobilizes workers and the general and religious communities on issues and campaigns to improve wages, benefits and working conditions for low-wage workers. FJWC is excited to add a new team member this fall, our Worker Justice Clinic Director!

Job Title:	Worker Empowerment Clinic Director
Full Time/Part Time:	Full-Time
Open Date:	11/15/2017
Salary Information:	Salary Commensurate with Experience and Qualifications.
Work Schedule:	Flexible. Preferred availability from Tuesday through Saturday, 9 a.m. to 6 p.m.
Benefits Eligible:	Yes
Eligible for Overtime:	No. This is an exempt position.

Position Summary:

The Worker Empowerment Clinic Director leads our client education and consultation, direct casework, and referral services through a network of volunteers sustained jointly with the Worker Justice Organizer. This position develops and sustains relationships with Law and Social Work Schools, local attorneys, and government agencies to maximize justice for workers in Houston.

Education Preferred:	Social Work or Law Degree
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Concentration /
Degree Type: Case Management or Employment Law

Substitution for Education
Preferred: 8 years of case management, leadership and coalition development experience

Experience Required: 2 years of experience

Type of Experience: Developing systems for effective case management that is empowering to clients. Leading and coaching staff and volunteers in goal oriented, case resolution projects. Building and implementing curriculum for new case managers. Building sustainable partnerships and organizing networks of service providers.

Experience Preferred: Knowledge about employment law and other laws relevant to low-wage workers, such as human trafficking and theft of services penal codes.

Skills Required:

- Excellent interpersonal skills.
- Ability to work as a team member and to maintain a positive and helpful attitude.
- Ability to work independently with minimal supervision. High attention to details.
- High level of maturity and ability to maintain confidence with sensitive worker information.
- Analytical and problem solving skills.
- Excellent communication skills.
- Ability to use and learn technology.
- Commitment to social justice and equity.
- Bilingual in English and Spanish.

**Internal /
External Contacts:**

High level of interaction with low-wage workers and students. Interacts staff team members on a daily basis. High interaction with partners at multiple levels of the organization. Must maintain the highest standards of respect, collaboration, and dedication to our mission with all parties.

Physical Demands: May be required to lift boxes (20lbs) or move furniture to prepare for events.

Working Conditions: Busy office with high call and work volume, frequent work interruptions and demanding clientele and members. At times, may be asked to work additional hours.

Job Duties

Job Duty Name: Clinic's Supervisor

Description of Job Duty:

- Design and execute pro se workshops (about twice per month) for clients to file wage theft and theft of services claims through the Texas Workforce Commission, Department of Labor Wage and Hour Division, Mechanical Liens, or Small Claims courts;
- Coordinate the attendance to such workshops with Information Center Organizer and Clinic's Organizer;
- Restore and implement an evidence-based case management system (case load to be determined after hiring, about 50 cases at a time shared with Clinic's Organizer and volunteers/interns);
- Assemble and implement a volunteer/internship program to sustain our case management and develops a network of skilled community case managers, including improving curriculum and support Clinic's Organizer on the daily tasks of volunteer/intern management and leadership development;
- Supervise and troubleshoot for casework progress;

Percentage of Time: 60

Job Duty Name: Coalition builder

Description of Job Duty:

- Establish collaboration with local law and social work schools to partner in providing high quality employment legal counseling and other services to low-wage workers;

- Build a network of employment attorneys to maximize justice in the workplace in Houston and to formalize our referral services;
- Sustain relationships with governmental agencies that impact justice in the workplace, such as Texas Workforce Commission, Justices of Peace, Department of Labor agencies, and the District Attorney.

Percentage of Time: 30

Job Duty Name: Team member

Description of Job Duty:

- Collaborate with the full Fe y Justicia Worker Center team in our organizing, education, and advocacy programs.
- Support our communications and fundraising efforts.
- Maintain our office space organized and clean.

Percentage of Time: 10

Please send a resume and cover letter to marianela@houstonworkers.org, and write "Worker Empowerment Clinic Director" in the subject of email.

Fe y Justicia Worker Center (FJWC) is an equal employment opportunity employer and strongly encourages diverse candidates to apply. FJWC does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.

Fe y Justicia Worker Center (FJWC) is a 501c(3) non-profit, non-partisan organization. Our efforts help a broad, open-ended set of low-wage workers and their communities. FJWC often collaborates and coordinates with a labor unions, but it is not (nor seeks to be) a collective bargaining agent for any workers.