



## **Case Manager (2), Eviction Protection Project – Central and Eastern Arkansas.**

Legal Aid of Arkansas is a public interest, not-for-profit law firm dedicated to assuring equal access to justice in civil matters for low-income Arkansans. Legal Aid's advocates provide counsel in housing preservation, domestic violence prevention, economic justice, and consumer protection.

Legal Aid has two open positions for mission-oriented Case Managers to have an immediate and profound impact on housing in Arkansas by focusing on assisting Legal Aid in addressing eviction mitigation, education, and defense. Positions will be in Little Rock and West Memphis.

As part of the Eviction Protection Project, Case Managers will work closely with attorneys who provide services to tenants with low incomes who are at risk of losing their housing. Duties will include but not be limited to:

- Screening potential clients to determine eligibility and coordinating client intakes and assessments.
- Help tenants with applications for rental assistance or other resources.
- Engage in outreach to educate tenants, advocates, and providers on the many issues and resources that promote housing stability.
- Work collaboratively with clients to develop effective housing plans to address immediate and long-term housing and other civil legal needs.
- Meet regularly with clients to provide ongoing needs assessment and to assist with access to resources and services that support their housing plans.
- Help with housing applications, advocacy with potential landlords, furniture, moving assistance, and other services related to permanent housing placement and/or eviction prevention services.
- Assist clients with identifying employment readiness; training and placement as needed or requested.
- Appear at administrative and court hearings with attorneys and clients as assigned.
- Navigating the transition process in connection with vacating rental property, including paperwork to arrange school transfers or enabling students to remain at their current school, arrangements for continuation of healthcare, access to resources to obtain stable housing, finding affordable options for movers, security deposit programs etc.;

- Assist with non-legal aspects of case, such as following up with clients to ensure compliance with stipulations, including home visits when necessary, facilitating transportation to court, collecting documents and signatures.
- Assist with stabilizing housing including connecting clients with wrap-around support services for food insecurity, healthcare, clothing, government benefits, helping clients get ID card, providing employment linkage to get job resources or opportunities
- Holistic assessments and referrals to appropriate substantive mental health, substance abuse recovery, or other restorative resources.
- Assist with in person workshops, tabling events, presentations and clinics to reach out to the communities that Legal Aid serves, including presentations to attorneys, bar associations, landlords, real estate professionals, other agencies serving the client community, and other appropriate audiences.
- Other duties as assigned.

These positions are not exempt under the Fair Labor Standards Act.

The starting salary is \$22.33-\$24.67 per hour, DOE. The typical work week is 37.5 hours. Legal Aid offers health and dental insurance, retirement, training, position-related travel reimbursement and per diem, student loan repayment assistance, and other benefits.

**To Apply:**

To apply please email your letter of interest, resume and three references to Allison Sehika, Human Resources at [asehika@arlegalaid.org](mailto:asehika@arlegalaid.org). Positions are open until filled. Apply as soon as possible.

Legal Aid of Arkansas is an Equal Opportunity Employer. We value an enriched, happy, and productive workforce and are committed to creating a healthy environment for all our employees.

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