

Staff Attorney

Job Description

Title: Staff Attorney

Reports to: Legal Services Director

FLSA Status: Exempt

Wages: \$64,500 Annual Salary

Job Type: Full time

Location: East County Office (El Cajon) and East County Courthouse (El Cajon)

CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.

Summary: Provide holistic, comprehensive legal assistance and advocacy to victims of Intimate Partner Violence (IPV), Sexual Assault (SA), and stalking as a member of CCS' Legal Team. Deliver an array of legal services to victims in matters arising out of the abuse or violence through legal advice and counsel, preparing court forms and documents, court-based domestic violence restraining order clinics, hearing preparation, and direct representation in court and administrative hearings. Primary operator of East County Courthouse Domestic Violence Restraining Order (DVRO) Clinic 2 days per week.

Essential Functions:

- Complete holistic intakes, over the phone and in person, to determine eligibility for services and appropriate remedies
- Provide holistic legal advice and counsel to victims of SA, IPV, and stalking in legal subject areas that may include safety (Civil Harassment and Domestic Violence Restraining Orders), family law, housing, employment, education, privacy, consumer finance, and victims' rights in the criminal justice process
- Assist self-represented litigants with navigating court processes, preparing court forms and documents, and hearing preparation
- Provide support in operating the DVRO Clinic at the East County Courthouse where assist self-represented clients with preparation and filing of court documents required to petition for a DVRO
- Directly represent victims, on a case-by-case basis, in court and administrative hearings
- Collaborate with immigration law organizations to help clients access immigration services
- Provide crisis intervention; empowering, client-centered problem solving; education on choices and rights; develop safety plans and appropriate referrals to address holistic needs of clients
- Advocate on behalf of victims within various systems to address legal, housing, financial literacy, health care, education, and public benefits needs
- Actively participate in building and maintaining Legal Team cohesion and supportive collegial environment
- Provide community outreach and training to service providers and other professionals, as needed

- Maintain DV and SA Crisis Counselor status by completing initial and ongoing training, as required
- Complete admin tasks, including timecard entries, reimbursement requests, and data entry, by agency deadlines
- Keep CCS Outlook calendar updated with appointments and required information
- Work as a team with all other CCS departments to provide comprehensive client services when needed
- Participate in intra-agency cross-training and team collaboration efforts
- Promote the safety and well-being of clients by modeling and encouraging healthy communication, safety- focused decision making, and acceptance of diversity
- Maintain confidentiality and respectful communication at all times
- Other duties as assigned

Job Requirements**Education/Licensure:**

- Juris Doctor degree
- Licensed California attorney in good standing
- Completion of California State-approved Sexual Assault/Domestic Violence Crisis Intervention Training required (or must complete upon hiring)

Preferred Experience:

- Oral and written fluency in English and Spanish highly preferred
- Experience providing legal services to victims of IPV, SA, and stalking
- Experience working with intervention strategies, legal system, and/or crisis counseling

Core Competencies:

- Adaptability and flexibility while working in a dynamic environment
- Strong interpersonal and communication skills, including conflict resolution skills

Working Environment:

This job operates in a professional office environment. Some outreach and off-site activities will be held in other locations, as requested. Must maintain personal cell phone for work-related purposes. Ability to work in IPV, SA, and stalking fields. Working conditions may include possible exposure to communicable diseases related to those typically found in social services setting.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20lbs.

Travel:

Some travel may be required (up to 20%, mostly within San Diego County). Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

Work Hours

The employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. and must work 30 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

To Apply: Please submit a resume and cover letter to Roberto Sarmiento at RSarmiento@ccssd.org