



JOB DESCRIPTION

Position Title: **Staff Attorney** Department: **Legal, Counseling & Advocacy Services**
Reports To: **Legal Team Manager** Salary: **\$50,000/year starting**
Status/Category: **Exempt/Full-Time (40 hrs/wk)**
Location: **Family Justice Center, Downtown San Diego**
Schedule: **Generally M-F 8:30-5:30; some weekend and evening hours required**
EEO: **2** WC: **8742**

CCS Summary: *Since 1969, Center for Community Solutions (CCS) has been creating safe and healthy communities with a core emphasis on the prevention and intervention of sexual assault and relationship violence. Our mission is to end relationship and sexual violence by being a catalyst for caring communities and social justice. CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures. (Applicants may obtain a copy of CCS's EEOP upon request.)*

Position Summary: Provide legal assistance as part of the Family Justice Center (FJC) Domestic Violence (DV) Walk-In Restraining Order (RO) clinic. Provide an array of legal services including assistance with DVRO applications, hearing preparation, and associated family law matters. Work in partnership with CCS Legal Advocate to provide holistic and comprehensive legal services tailored to the needs of Central San Diego County residents.

Essential Job Functions:

1. Legal Services

- Screen and counsel IPV victims to determine eligibility for services and appropriate remedies.
- Develop client safety plans and provide appropriate referrals.
- Assist pro per clients with filling out all aspects of RO paperwork.
- Provide hearing preparation for RO hearings, custody mediations, and custody hearings.
- Provide option consultations for clients regarding Family Law matters.
- On a limited basis, provide assistance obtaining civil legal remedies in areas of employment, education, family, privacy, and housing law.
- Ensure empowering, professional relationships with clients to create an atmosphere of empathy, safety, and support.

2. Upholding Program Standards

- Promote the safety and well-being of clients by modeling and encouraging healthy communication, safety-focused decision-making, and acceptance of diversity.
- Meet agency standards in regards to professionalism, safety, and service delivery when interacting with clients, community members, agency staff, and the general public.
- Ensure ongoing familiarization with all CCS programs and services, including eligibility requirements, in order to answer basic questions and refer clients accurately.
- Work as a team with all other CCS departments to provide comprehensive client services when needed. Participate in cross-training and team collaboration efforts as necessary.

- Maintain client confidentiality by protecting client information and ensuring that appropriate paperwork is understood and completed by clients (e.g. consent for services forms and release of information forms when collaborating with other programs/entities). Adhere to agency policies and protocols related to the security of electronic client service records.

3. Community Relations: Foster and maintain positive relationships with service providers, community members, and business partners.

- Educate community members and professionals about IPV, SA, and stalking as well as CCS services.
- Work collaboratively with CCS Advocates and Program Managers to meet East County community needs, in accordance with program goals and objectives.
- Foster and maintain collaborative working relationships with staff from FJC and from CCS Residential, Advocacy, Legal, Counseling, and Prevention services.
- Develop and maintain strong collaborative relationships with community organizations and coalitions, San Diego County Office of the District Attorney/City Attorney, law enforcement, and the courts, including regular participation in meetings, working groups, committees, and education and outreach activities.
- Maintain a working knowledge of San Diego County's IPV, SA, and stalking victim service providers.
- Provide and participate in cross-trainings with community partners and other CCS programs.
- Foster and maintain constructive working relationships with law enforcement and key community members.

4. Administrative Responsibilities: Ensure that records and required paperwork are complete and accurate.

- Accurately, thoroughly, and promptly document client services, outreach, training, and other work duties using designated electronic information management system.
- Accurately and thoroughly document contact with clients and callers in a timely manner through Efforts to Outcomes (ETO), the agency database program for client services.
- Maintain an up-to-date shared business calendar as directed.
- Participate in regularly scheduled supervision with the Legal Team Manager.
- Follow agency protocol for maintaining time-keeping records in required formats. Submit timesheets and personnel and departmental paperwork (e.g., check requisitions) according to agency standards and due dates.
- Compile statistical data accurately and completely, and submit monthly reports in a timely manner, as directed.
- Participate in regularly scheduled Legal Team meetings and All Staff meetings, many of which are off-site.
- Carry out other duties as necessary to ensure organizational and program success.

Essential Job Requirements:

EDUCATION/LICENSURE

- Juris Doctorate degree.
- California licensed attorney or currently awaiting California State bar exam results.

EXPERIENCE

- Work experience with IPV, SA, and stalking issues and intervention strategies, legal system, and/or crisis counseling.

REQUIRED SKILLS, KNOWLEDGE, SPECIALIZED TRAINING

- Bilingual fluency in Spanish/English (written and oral).
- Following the successful completion of CCS' California State-approved Domestic Violence and Sexual Assault Crisis Intervention Training, complete a minimum of 12 hours of ongoing training per year as required by CalOES for staff that provides direct client services.
- Adaptability and flexibility while working in a dynamic work environment.
- Strong oral and written communication skills and positive interpersonal relationship skills.
- Knowledge of IPV, SA, and stalking issues and their impact on families.
- Proficiency in MS Word, Excel, and Outlook, as well as internet research. Comfort in computer network environment.

Must demonstrate an acceptance and respect for cultural diversity in all its forms, including ethnicity, sexual orientation, abilities, and religious backgrounds. Ability to work collaboratively in an ethnically, linguistically, and culturally diverse environment.

PREFERRED SKILLS & QUALIFICATIONS

- Minimum one year's experience providing legal services to victims of IPV, SA, and stalking.
- Proven ability to work effectively with community partners on collaborative efforts.
- Experience with developing and enhancing community collaborations.
- Experience developing and giving presentations.
- Demonstrated ability to use electronic information management systems to document client services; experience using Efforts to Outcomes (ETO) strongly preferred.
- Demonstrated ability to use electronic time-keeping systems to document time worked.

PERSONAL CHARACTERISTICS

- Commitment to CCS' mission, vision, and values.
- Maintains stability of performance under pressure or opposition, reacts well to emergencies, and maintains positive composure and confidence in crisis or adverse situations.

PRE-EMPLOYMENT REQUIREMENTS

- Must clear Live Scan criminal background check.
- Must maintain personal cell phone for work-related purposes.
- Must maintain reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Usual worksite is office setting. Some courthouse work required.
- Ability to sit for prolonged periods.
- Ability to work in IPV, SA and stalking fields, which at times inherently create safety concerns.
- Ability to drive personal vehicle to serve clients in various locations of San Diego County.

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To Apply: Please email your resume and cover letter to Roberto Sarmiento at Rsarmiento@ccssd.org