

Staff Attorney

Job Description

Title:	Staff Attorney
Reports to:	Legal Team Manager
FLSA Status:	Exempt
Wages:	\$57,500/Annual Salary
Job Type:	Full time – this is a grant-funded position with current funding secure through November 2020; additional funding may be secured, which would extend funding through September 2023
Location:	Pacific Beach Business Office (San Diego)

Summary: The Staff Attorney provides a full array of holistic, comprehensive legal services to victims of Sexual Assault (SA), Intimate Partner Violence (IPV) and stalking throughout San Diego County. Targeted services to SA survivors who cannot otherwise afford legal representation in matters arising out of abuse or violence, focusing on issues of privacy, safety, housing, employment, education, family law, immigration and consumer/finance. This is a grant-funded position awarded through the Office on Violence Against Women.

Essential Functions:

- Complete holistic intakes, over the phone and in person, to determine eligibility for services and appropriate remedies
- Provide a spectrum of holistic legal advice/counsel and direct representation to victims of SA, IPV, and stalking on a wide range of civil legal matters focusing primarily on legal subject areas of privacy, safety, housing, employment, education, family law, immigration and consumer/finance
- Collaborate with immigration law organizations to help clients access immigration services
- Provide crisis intervention, co-develop client safety plans, and provide appropriate referrals
- Actively participate in building and maintaining Legal Team cohesion and supportive colleague 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 and 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 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 professionalism 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)

Experience:

- Oral and written fluency in English and Spanish
- Two (2) years' 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 work environment
- Strong interpersonal and communication skills, including conflict resolution skills
- Must demonstrate an acceptance and respect for cultural diversity in all its forms, including ethnicity, sexual orientation, abilities, genders and gender identities, and religious backgrounds

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.

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 40 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

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

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