

Position Title: INTERIM MANAGING ATTORNEY
Reports to: Executive Director/Associate Director
Hours: 40 per week. Full-Time, Exempt.
Location: San Luis Obispo County
Salary: \$70-\$75K/year rate for 6 months, with the possibility of benefits
Apply By: October 19, 2018. Position is open until filled.

Please submit a resume and a cover letter electronically to HR@StandStrongNow.org. NOTE: Please put "Interim Managing Attorney" in the email subject line. No calls, please. Submissions will be reviewed on an ongoing basis until the position is filled. Visit www.StandStrongNow.org to learn more about us.

Purpose and Responsibilities

The Interim Managing Attorney is responsible for managing the Legal Assistance for Victims (LAV) program for Stand Strong and providing direct client representation to survivors of intimate partner violence (IPV). This is an exempt, full-time, temporary position, reporting to the Associate Director.

This temporary position is expected to commence on November 5, 2018 and last 6 months with the possibility (but no guarantee) of extended employment beyond the initial 6-month period. The ideal candidate would be able to work full-time. Exceptional candidates able to work less than 40 hours/week may be considered.

Job Duties include:

- Screen applicants for legal services eligibility
- Provide consultations, legal representation, and referrals to survivors of Intimate Partner Violence (IPV)
- Prepare pleadings for clients
- Regularly appear in court on behalf of clients
- Supervise the Legal Services Coordinator
- Attend staff and management meetings
- Give public presentations about legal aspects of Intimate Partner Violence as needed
- Lead collaboration with LAV grant partners, including but not limited to RISE and the SLO Legal Assistance Foundation
- Represent Stand Strong at the District Attorney's IPV Coalition meeting
- Attend SLO Bar meetings and Family Law Section meetings for training and networking purposes
- Assist clients in navigating ancillary social services within and outside the agency
- Participate in regular all-staff meetings and other Stand Strong meetings as requested by the Executive Director and/or Associate Director.

Key Characteristics:

- Highly detail-oriented
- Compassionate, empathetic, non-judgmental

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- Excellent oral and written communication skills
- Able to work independently; high level of initiative and reliability
- Able to handle sensitive issues with discretion and confidentiality
- Proficient in Microsoft Office Suite, Essential Forms, Westlaw, etc.
- Able and willing to learn new technologies and software
- Works closely, cooperatively, and collaboratively with others
- Strong work ethic and commitment to Stand Strong's mission and vision
- Enjoys problem-solving and is willing to find creative solutions

Qualifications

- Strong planning and organizational skills, as well as the ability to manage multiple tasks, meet deadlines, and respond to changing priorities.
- Prior experience with family law or willingness to learn new field of law
- Experience drafting Requests for Order/Motions re: domestic violence, issues of paternity, custody, support, visitation, and property issues, preparing financial disclosures, drafting and responding to discovery, conducting and defending depositions, representing clients at hearings/trial, and preparing Judicial Council forms
- Excellent interpersonal skills
- Ability to provide legal service with a trauma informed approach
- Ability to establish/maintain a well-respected reputation among clients, judges, and colleagues
- Working knowledge of the Spanish language is preferred

Requirements

- Must be an Active Member of the CA Bar Association in Good Standing
- Must have a valid CA Driver's License with current registration.
- Must satisfactorily pass a background check (paid for by employer).
- Completion of California's 40-hour DV training program is required prior to working with clients.

Please Note

Stand Strong provides equal opportunities to all employees, applicants for employment and to clients without regard to race, sex, color, national origin, ethnicity, religion, sexual orientation, gender, pregnancy (childbirth or related medical conditions), age, disability (including HIV and AIDS), military or veteran's status, marital status, medical condition (including cancer and genetic characteristics), gender identity and expression, or any other consideration made unlawful by Federal, State, or local laws. This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at Stand Strong.

Some amount of stooping, kneeling, bending, lifting, walking, carrying and other movements may be required. The position will require extended periods of time sitting and working on a computer keyboard that will involve extensive wrist and hand movement. The employee will be required to perform these movements without risk of injury to themselves or others, or to demonstrate how they can perform the essential functions listed above.

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