

Position Title:	Paralegal
Reports to:	Managing Attorney
Hours:	40 per week. Full-Time, Non-Exempt.
Location:	San Luis Obispo County
Salary:	\$22-24 per/hour plus benefits
Apply by:	Position is open until filled.

Please submit a resume and a cover letter electronically to HR@standstrongnow.org. NOTE: Please put "Paralegal" in the email subject line. No calls. 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:

Under the direction of the Managing Attorney, the Paralegal is responsible for preparing legal documents, filing motions, interviewing clients, and conducting legal research, among other legal support activities, in case preparation under the Victim Legal Assistance Program grant. This position specifically assists clients living in remote or rural regions of the county of San Luis Obispo who are victims/survivors of domestic violence, intimate partner violence, stalking, sexual assault, elder abuse, human trafficking, and child abuse. The Paralegal assists Stand Strong's legal clients by providing a wide range of holistic, culturally-competent support services and advocacy.

Job Duties:

- Prepare legal documents and file motions for clients
- Interview clients and conduct legal research
- Develop safety plans with clients and update them regularly with clients as circumstances change.
- Assist in locating, evaluating and determining eligibility for potential clients for Stand Strong's Victim Legal Assistance grant.
- Work in conjunction with other Stand Strong staff to coordinate a continuum of services for clients.
- Refer to project partners and community resources for additional support services not offered by Stand Strong.
- Maintain regular contact and follow-up with clients throughout their participation in the program.
- Be able to provide client transportation and accompany clients to court or other agency appointments where needed. If bilingual, provide interpretation/translation where needed.
- Meet with clients to go over agency services, provide support, and obtain information needed for the Temporary Restraining Order Legal Forms.
- Complete all the necessary legal forms, attachments and exhibits, for the TRO.
- Schedule to meet with each client, reviewing all legal documents prior to filing with the courthouse.

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- Follow up with clients prior to their court hearings, help them prepare for their hearing day, and accompany them to their TRO court hearings for support as needed.
- Provide immediate crisis counseling during office hours, in person, or over the telephone.
- Provide necessary referrals, and complete appropriate paperwork for each client.
- Participate in regular department, all-staff, and other meetings as requested by the Managing Attorney, Executive Director, and/or Associate Director.
- Other duties as assigned.

Qualifications:

- Fluency in English is required; additional fluency in Spanish preferred.
- Strong understanding of trauma-informed practices is preferred.
- A minimum of one year of experience providing direct services and/or advocacy to survivors/victims of domestic violence/intimate partner violence, victims of sexual assault, people who are economically disadvantaged or physically/mentally disabled, substance abuse/dual diagnosed individuals, the elderly, at-risk youth, or other vulnerable populations is preferred.
- Ability to work flexible hours as required by program and staffing needs.
- Ability to work with clients of all ages and backgrounds who have experienced trauma.
- Demonstrate cultural competency and awareness in dealing with diverse populations.
- Proficiency with Microsoft Office suite (Word, Excel, PowerPoint, etc.) as well as strong data entry and other computer skills.
- Strong organizational and prioritizing skills.

Key Characteristics:

- Utmost respect for and accordance with confidentiality.
- Compassionate, empathetic, non-judgmental.
- Excellent oral and written communication skills.
- Ability to handle sensitive issues with discretion and confidentiality.
- Ability to learn new technologies and software.
- Works closely, cooperatively, and collaboratively with others.
- Strong work ethic and commitment to the organization's mission and vision.
- High level of initiative and reliability.
- Enjoys problem-solving and is willing to find creative solutions.
- Flexibility, compassion, and willingness to be a team player.
- Must be able to work independently, with excellent problem-solving skills.
- Critical thinker, able to identify strengths and weaknesses of alternative solutions or approaches to problems.

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- Passion, integrity, positive attitude, mission-driven, and self-directed.

Requirements:

- Current Paralegal Certificate
- 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 is an equal opportunity employer (EOE) and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, marital status, age, sexual orientation, gender identity, or any other protected status covered by Federal and State 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.

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