

Position Title: Staff Attorney
Reports to: Managing Attorney
Hours: 40 per week. Full-Time, Exempt.
Location: San Luis Obispo County
Salary: \$65,000-\$68,000/year + benefits
Apply By: Position is open until filled.

Please submit a resume and a cover letter electronically to HR@StandStrongNow.org. NOTE: Please put "Staff Attorney Application" 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 Staff Attorney is responsible for managing the Victim Legal Services Program for Stand Strong and providing direct client representation to survivors of intimate partner violence (IPV) living in remote areas of the county. This is an exempt, full-time position, reporting to the Managing Attorney.

Job Duties:

- Provide legal assistance and representation to clients living in remote areas of San Luis Obispo County
- Provide legal clinics across the county
- Screen applicants for legal services eligibility in remote locations in SLO county
- Implement the Pro Bono project
- Provide consultations, legal representation, and referrals to survivors of Intimate Partner Violence (IPV)
- Prepare pleadings for clients
- Regularly appear in court
- Supervise the Legal Services Coordinator
- Give public presentations about legal aspects of Intimate Partner Violence periodically
- Collaborate with and convene program partners under the grant
- Represent Stand Strong at the District Attorney's Intimate Partner Violence 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 of Stand Strong
- 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.

Minimum Qualifications:

- Juris Doctorate degree

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- Must be an active and licensed Member of the California Bar Association in Good Standing
- Knowledge of Trauma informed policies and procedures
- 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
- Fluency in English is required. Additional proficiency in Spanish is preferred.
- 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.

Key Characteristics:

- Strong planning and organizational skills, as well as the ability to manage multiple tasks, meet deadlines, and respond to changing priorities.
- Excellent interpersonal skills
- Ability to provide legal service with a trauma-informed approach
- Professionalism and ability to establish/maintain a well-respected reputation among clients, judges, and colleagues
- Highly detail-oriented
- Compassionate, empathetic, non-judgmental
- Excellent oral and written communication skills
- Able to work independently
- 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 the organization's mission and vision
- High level of initiative and reliability
- Enjoys problem-solving and is willing to find creative solutions

Preferred Qualifications:

- Bilingual/Bicultural background/experience is helpful.

Certificates, Licenses, Registrations

- Current California Driver's License and vehicle insurance.
- Complete 40 Hour Domestic Violence Peer Counselor Training.

Requirements:

- Must satisfactorily pass a background check (paid for by employer).
- Completion of Stand Strong's 40-hour DV training program, to be initiated as soon as possible upon employment.
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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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