



COMMUNITY OVERCOMING  
RELATIONSHIP ABUSE

**Who We Are:** CORA (Community Overcoming Relationship Abuse), the only agency in San Mateo County providing crisis intervention and supportive services to survivors of domestic violence and their children, seeks a full-time Staff Attorney to provide representation and advocacy to survivors of domestic violence in Family and Criminal court.

CORA is strengths-based, collaborative, accessible, and client-centered. CORA believes that everyone deserves to be treated with respect in their intimate relationships. We provide safety, support and healing to individuals who experience abuse in an intimate relationship and educate the community to break the cycle of domestic violence. Regardless of a survivor's race, class, gender, sexual orientation, or culture, we save lives and provide an opportunity to begin again.

CORA inspires work of the highest caliber by fostering staff engagement through transparency and inclusion in agency decisions wherever possible. We strive to ensure our policies and communications reflect an appreciation of the impact of social inequities, historical and current, and actively promote healthy relationships amongst staff by demonstrating mutual respect in all our communications.

**The Position:** The Staff Attorney should promote CORA's culture, building effective relationships both inside and outside the organization that inspire others to action. Knowledge and experience in trauma-informed domestic violence is a strong preference. The Staff Attorney must share a passion for our mission, be an adaptable, self-reflective, empathetic team player with strong interpersonal skills, and have a desire to support the needs of survivors of intimate partner abuse. The Staff Attorney will bring a sophisticated understanding of cultural competency, conflict resolution and demonstrate self-initiative and a genuine interest in professional and personal growth. This individual should also demonstrate interest and proven skill in implementing best practices.

### **CORA History and Overview**

CORA has provided services to survivors of intimate partner abuse for nearly 40 years. Our programs include Crisis Intervention Services, including a 24-hour hotline, collaboration with law enforcement, and support groups. Family Support Services provides mental health therapy, transitional housing for survivors and their children, and a children's program that provides supportive counseling, weekly art and literacy programs, and developmental support. CORA also provides education about domestic violence and legal assistance.

### **Position Title: Staff Attorney**

#### **Position Summary:**

The purpose of this position is to provide legal assistance and representation to victims/survivors of domestic violence with family law and related criminal law issues; advocate for clients with law enforcement and other agencies, and close the gaps in services for domestic violence victims by bridging links between civil and criminal legal agencies and entities.

## Primary Responsibilities:

### Legal Support for Clients:

- Provide court representation for clients at restraining order and other family law or criminal hearings under the Domestic Violence Prevention Act and Family Law Code in San Mateo County.
- Provide supportive services including legal information and referrals to callers to CORA's legal information line.
- Support legal team with litigation and case management.
- Mentor pro bono attorneys through the San Mateo County Domestic Violence Pro Bono Collaborative.
- Provide training on domestic violence legal issues to staff, attorneys, law enforcement and the community.
- Communicate tactfully and effectively while advocating for clients with law enforcement, courts, district attorney, opposing counsel and other community agencies.

### Documentation/Record Keeping/Operations:

- Collect and maintain statistical records on services provided, as required by Grants Officer and funders.
- Ensure compliance with funding requirements.
- Follow legal case protocol and maintain organized case files.

### General:

- Provide liaison services with the legal community, judiciary, law enforcement, and court systems in San Mateo County.
- Work closely with other CORA departments in order to best serve clients and the community.
- Ask for guidance and mentoring from Manager of Legal Services when appropriate.

## Minimum Qualifications:

- Licensed to practice Law in the state of California.
- Knowledge of domestic violence and family law.
- Knowledge of family and criminal court systems and their intersections.
- Experience working with domestic violence survivors in Civil, Family or Criminal Court.
- Bilingual in oral and written English/Spanish **strongly preferred**.
- Litigation experience preferred.
- Superior analytical skills and the ability to communicate effectively orally and in writing.
- Experience with systems advocacy; ability to envision and explore big picture solutions.
- Demonstrated ability to work with all persons regardless of age, gender, ethnicity, economic background, immigration status or sexual orientation.
- Ability to work with people who have experienced trauma or who are in crisis and provide non-judgmental support.
- Must be flexible, work well under pressure, set priorities, and manage time effectively.
- Ability to work independently, and as a member of a team.
- Completion of the 40-hour training mandated by the California Office of Emergency Services. *Candidates who have not completed the training will be required to do so.*
- Must have valid California driver's license, access to car, and insurance.
- Successful results from Livescan criminal background check required.
- Must be available by cell phone during regular business hours (*CORA will supply a phone if needed*).

**Reports to: Manager of Legal Services**

**Benefits/Compensation:** This is a full time, exempt position. Salary range is \$54,000 - \$56,500 per year; non-negotiable. CORA will cover BAR related dues. CORA offers excellent health benefits (medical, dental, vision, chiropractic), generous time-off policies (including 3 weeks of vacation in 1<sup>st</sup> year), LT disability, life insurance, and a matching retirement plan.

**To Apply:** Please email resume and cover letter to: [jobs@corasupport.org](mailto:jobs@corasupport.org).

**Websites:** [www.corasupport.org](http://www.corasupport.org) and [www.teenrelationships.org](http://www.teenrelationships.org)

*CORA is proud to be an equal opportunity employer. We seek diversity with respect to race, color, age, sex, (including breastfeeding and medical conditions related to breastfeeding), religion (including religious dress or grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, military, or veteran status or any other category or status protected by Federal, State or other applicable laws.*

*All applicants are welcome. Individuals who are bilingual, people of color, members of the LGBTQ community and/or survivors of domestic violence are strongly encouraged to apply. The position will remain open until filled.*

***No phone calls please.***