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**JOB DESCRIPTION**

*Peace Over Violence is a non-profit, multicultural, volunteer, trauma informed and survivor centric organization dedicated to building healthy relationships, families and communities free from sexual, domestic and interpersonal violence.*

**TITLE:** Managing Attorney

**Location** Pasadena/Metro Site

**Start Date:** Immediately available

**Salary:** DOE, Full time

**Benefits** Health (partial payment), Dental, and Vision. Generous Vacation and Holiday Allowances

**Summary:** Peace Over Violence is seeking a managing attorney that has a demonstrated interest in working with survivors of domestic violence and sexual assault. The ideal candidate will work well in a team environment with other attorneys, paralegal and advocate staff, who employ a holistic approach to legal services: one which values client empowerment, provide trauma informed care, support and resources via 24- hour hotline, follow up and advocacy.

Managing Attorney will employ a holistic approach to legal services: one, which values client empowerment, trauma-informed care, and a coordinated response to client needs. The ideal candidate must have a sincere interest in public interest law. The attorney will primarily focus on supervising other attorneys, paralegal and case managers. The attorney will focus on immigration matters and over see family law issues, public benefits, advocacy with law enforcement, training, and community engagement. The Managing Attorney will hold a commitment to build the public profile of POV's legal services in the Los Angeles and San Gabriel Valley community and build a program that facilitates community partnership that positively affect sexual assault and domestic violence survivors interactions with the criminal and civil court systems.

The Managing Attorney will oversee the different programs within legal advocacy program, provide direct assistance to clients through one-on-one consultations, filing and management of clients' legal cases, legal clinics, litigation, and administrative hearings. The Managing Attorney will oversee the outreach and education program; and assist with the supervision, training and mentorship of legal staff.

**Duties:**

- Devise and implement policy to ensure efficient and successful management of legal services
- Conduct initial screening, legal intakes, and assessment of clients' legal needs
- Provide legal clinics to clients on selected topics
- Provide assistance to clients in understanding the legal system and preparation for court
- Assist clients, volunteer attorneys, and other legal services staff in drafting and filing court forms
- Provide advocacy and follow up with law enforcement, housing, Cal works, schools, etc
- Help clients with safety planning, resources and referrals when appropriate
- Comply with all confidentiality requirements
- Manage the program and ensure quality civil representation of survivors tahta re eligible under the Violence Against Women Act (VAWA) and the U non immigrant status before the Department of Homeland Security, USCIS, EOIR and BIA as applicable.
- Assure timely placement of legal cases with legal advocate, volunteer attorney's and law students, etc.
- Help clients with safety planning, resources and referrals when appropriate
- Comply with all confidentiality requirements
- Other Duties as required by the grants and assigned by the Supervisor

**Volunteer Attorney Management & Legal Intern**

- Recruit and train law students and interns
- Provide for one-on-one mentoring and supervision to legal interns
- Provide practicum training experience to legal interns
- Recruit, train, and support project attorneys
- Provide supervision to pro bono panel, attorney volunteers and interns
- Assist volunteer attorneys and other legal services staff, with research and legal analysis of client cases
- Ensure that proper and timely documentation for placed cases is sent to attorneys and that clients are notified of their placement in a timely fashion.
- Co-Counsel with pro bono attorney's as needed
- Organize attorney training's in the areas of service provision

**Trainings:**

- Provide training for attorneys and law students regarding violence against women issues
- Provide speaking engagements, trainings, and information tables as requested on sexual assault, domestic violence, legal issues and/or POV services
- Assist in conducting training for volunteers on various legal issues related to sexual assault and domestic violence
- Represent Peace Over Violence to the public and media, when necessary.

**Other Responsibilities:**

- Maintain accurate time sheets and agency paperwork
- Provide statistical analysis and narrative regarding Legal Services activities for agency reports
- Assist in grant reporting
- Write curriculum, educational brochures, and other documents required by project grants

**Qualifications:**

- Demonstrated knowledge of crisis intervention, domestic violence, child abuse/neglect, stalking, elder abuse Intervention; experience in Crisis Counseling
- Completed or intend to complete Peace Over Violence's 72- hour counselor/advocate training or its equivalent
- Ability to establish effective working relationships with criminal justice and social service agencies members
- Ability to work with clients, volunteers and staff in non-judgmental manner
- Ability to relate in an empathetic, supportive, on-judgmental manner to victims and their families
- Member of the California State Bar, with a minimum of 2-3 years' experience in practice
  - Maintain California Attorney License and comply with MCLE requirements
  - Ability to work well with a diverse group of people; comfortable with West San Gabriel Valley & LA communities
  - Capacity to balance and provide self-care while meeting the demands of a crisis center
  - Flexible Schedule to fit varying shifts; capacity to work some weekends and/or evenings
  - Some travel may be required
  - Automobile needed with a valid driver's license and insurance

Peace Over Violence encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.

Applicants may submit a resume and cover letter to:

No phone calls, please.

Yvette Lozano, Chief Program & Operations Officer

[yvette@peaceoverviolence.org](mailto:yvette@peaceoverviolence.org)