



**Date:** October 22, 2019

**Position:** Staff Attorney

**The Organization:** The mission of Los Angeles Center for Law and Justice (LACLJ) is to secure justice for survivors of domestic violence and sexual assault and empower them to create their own future. Located in East Los Angeles, LACLJ is a 30-person non-profit law firm serving survivors throughout Los Angeles County. LACLJ's primary practice areas are family law and immigration. However, LACLJ strives to provide clients with holistic legal services and has both a growing criminal justice advocacy and appellate practice. Through our integrated legal/social worker service model, LACLJ Community Care Advocates provide supportive services such as education, safety planning, accompaniment, and linkages to other service providers as part of the legal team. LACLJ is committed to a trauma-informed and culturally-responsive workplace and service provision.

**The Work:** This attorney will be responsible for coordinating LACLJ's pro bono efforts, including LACLJ's new California Legal Access for Survivors Project (CLASP or Project). CLASP is a partnership with the Judicial Council of California with the goal of creating a replicable "community intake center" model for the delivery of self-help legal services to litigants in domestic violence restraining order cases. The model involves victim service providers assisting survivors with their DVPA requests using the Project's on-line forms production program with forms review by off-site pro bono attorneys.

### **The Position**

The responsibilities of this position include:

- Work with the Project Director to update the CLASP forms production program
- Create legal information handouts and other tools related to the Project
- Create training curricula and accompanying materials for victim service providers and pro bono attorneys
- Recruit, train and provide technical assistance to pro bono attorneys
- Participate in Project outreach and recruiting efforts
- Assist in Project program evaluation activities
- Provide court representation to clients in DVPA matters
- Coordinate with Project Partners to ensure Project is meeting stated goals and objectives

### **Job Skills and Abilities**

*All candidates* must have:

- J.D. degree from an ABA accredited law school
- At least 3 years of experience practicing as a member in good standing of the California Bar
- Experience representing domestic violence survivors in DVPA proceedings
- Strong written and oral communication skills
- Strong interpersonal skills, and an ability to work collaboratively with a dynamic team

*Preferred candidates* will have one or more of the following:

- Ability to read, write and speak fluently in Spanish
- Commitment to trauma-informed and client-centered advocacy
- Previous experience working with survivors of domestic violence, sexual assault or human trafficking and/or immigrant populations.
- Demonstrated commitment to serving low-income people

**Working Conditions and Physical Requirements**

This position requires:

- Work to be performed in an office setting at a work station
- Concentration on tasks while facing distractions
- Attendance at meetings, both in and outside the LACLJ offices
- Use of office machines such as computers, photocopiers and telephones
- Ability to work at and travel between the LACLJ main office at 5301 Whittier Blvd. in East Los Angeles and other locations such as various Los Angeles Superior Court locations, pro bono attorney and victim service provider offices.

**Salary and Benefits:** Salary individual ranges from \$60,000 to \$70,000 per year depending on experience. LACLJ offers full-time staff a 35-hour work week, casual office environment, and a generous benefits package and paid vacation leave including 100% employer-paid medical (Kaiser), dental, vision, long-term disability, life insurance and the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA).

**To Apply:** Please send a cover letter and resume to Marilyn Florentino, Office Administrator, via email to [marilyn@laclj.org](mailto:marilyn@laclj.org) with the position title in the subject header. Applications will be accepted until the position is filled.

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