

## **JOB ANNOUNCEMENT**

**Position:** Staff Attorney

**Job Summary:** Jenesse Center, Inc. has an immediate opening for a Staff Attorney to provide management oversight and direct legal services, including limited scope representation, to low income, un-served and underserved victims and survivors of domestic violence, sexual assault, and other crimes, accessing Jenesse’s **Domestic Violence Clinic at the Inglewood Courthouse**. Under the supervision of a Managing Staff Attorney, the Staff Attorney will be responsible for administering all aspects of Clinic operations, and in appropriate cases, providing direct legal representation to victims seeking permanent domestic violence restraining orders. *This position is grant funded through October, 2019.* Jenesse Center will actively seek renewal of funding and/or alternative funding sources to retain position.

### **Principal Duties and Responsibilities:**

#### Clinic Management and Oversight

- Manage all aspects of daily Clinic operations including client legal assessments, preparation of DVPO applications, explanation of court process, advocacy and referrals, and court accompaniment as needed;
- Ensure compliance with agency protocols and grant requirements regarding data tracking and reporting pertaining to client demographics, legal issues presented, and services provided;
- Supervise all Clinic staff and volunteers in accordance with Jenesse Center human resources protocols and procedures;

#### Client Advocacy

- Conduct legal research and draft legal documents as needed;
- Identify Clinic clients appropriate for referral to Jenesse’s In-House Legal Services Program, pro bono initiatives, and other resources, and coordinate “warm” referrals for services;
- Provide individualized, holistic services to clients, including connecting clients to non-legal community-based services.

#### Case Management

- Ensure timely and accurate case file maintenance, including electronic records;
- Maintain good working relationships with clients through frequent, proactive communication;
- Calendar court events/client visits and meet all case deadlines;
- Collect and report case-related data in case management system;

#### Other Responsibilities

- Complete grant-required forms;
- Follow all Jenesse Center policies and procedures and standards of professional responsibility;
- Participate in mandatory staff trainings and meetings and perform other duties as assigned;
- Represent Jenesse Center’s Legal Services Department at inter-departmental, city, county, state, regulatory, civic or community organization meetings and outreach events;
- Work with Managing Staff Attorney to support Jenesse Center Legal Services Department programs and projects.

### **Qualifications:**

- J.D. degree from an ABA accredited law school.

- Membership in good standing with the State Bar of California.
- Minimum of 2 years of practical, direct experience practicing family law with a particular focus on domestic violence cases.
- Fluency in written and spoken Spanish.
- Strong supervisory, interpersonal, organizational, and time management skills required.

**Preferred knowledge, skills and abilities:**

- Two (2) years of practical, direct experience working on family law cases with a particular emphasis on those brought under the Domestic Violence Protection Act.
- Demonstrated ability to provide trauma-informed services.
- Experience working with victims and survivors of domestic violence, sexual assault, and other crimes strongly preferred.
- Attention to detail, superior written and oral communication skills.
- Strong time management skills and the ability to work in a fast-paced, real time environment.
- Experience working in courthouse based self-help clinics strongly preferred.
- Demonstrated commitment to public interest law and/or victim’s rights.
- Ability to work successfully with people from diverse backgrounds and all levels of personnel.

**Salary and Benefits:** Salary commensurate with experience. Jenesse Center offers full-time staff a generous benefits package including paid sick and vacation leave. Employees also have the option to participate in a 401(k) retirement plan and dependent and health flex savings accounts (FSA).

**About the Organization:** Founded in 1980, Jenesse is one of the oldest and largest nonprofit domestic violence intervention and prevention organizations in South Los Angeles. Jenesse’s **mission** is to restore, and provide trauma informed, culturally responsive holistic, comprehensive services to survivors and families impacted by domestic and sexual violence; and to advance prevention modalities to sustain healthy and safe communities free of violence. Jenesse’s multi-disciplinary staff provides services 24 hours per day, 365 days per year. We foster a wellness based and culturally responsive community by providing the following services:

<b>Jenesse Center, Inc.</b>	
<b>Domestic Violence Intervention Program</b>	
<p><u><b>Community Outreach and Education</b></u></p> <p>Youth Prevention Projects</p> <ul style="list-style-type: none"> <li>- BeSo You (<i>Education &amp; Conflict Resolution</i>)</li> <li>- The Change (<i>Youth-driven/Peer events</i>)</li> <li>- Youth Conversations (<i>Peer-driven interchange</i>)</li> <li>- National Youth Conversations (<i>Spelman and Morehouse Colleges</i>)</li> </ul> <p>Faith Based Outreach</p> <p>Domestic Violence Training (<i>40- hour Certification</i>)</p> <p>Impact of Violence in the Workplace</p> <p>Pre-Prevention (Children/Teens)</p> <p>Domestic Violence Clinic at the Inglewood Courthouse</p> <p>Community Events</p> <p>Website</p>	<p><u><b>Intervention Program &amp; Services</b></u></p> <p>Crisis Hotline</p> <p>Drop-In Services</p> <p>Case Management Services</p> <p>Emergency Shelter (<i>45 days/26 Beds</i>)</p> <p>Transitional Housing (<i>2yrs/74 Beds</i>)</p> <p>Counseling Services</p> <p>Children’s Programs &amp; Services</p> <p>Camp Jenesse (<i>Summer Program/kids 6-13</i>)</p> <p>Parental Classes</p> <p>Mental Health</p> <p>Health Services</p> <p>Employment &amp; Education Programming</p> <p>Transportation</p> <p>Food &amp; Clothing</p> <p>Holistic Legal Services</p>

Established in 1999, Jenesse Center's Legal Services Program provides a full complement of direct legal services to clients in Jenesse's residential and drop-in programs. Services range from brief counsel and

advice to representation in family law and administrative immigration matters. Legal services are provided as part of a comprehensive, holistic approach designed to help families transition from crisis to safety, stability, and self-reliance. Since 2001, Jenesse's Domestic Violence Clinic at the Inglewood Courthouse - one of the first in Los Angeles run by a domestic violence intervention program - offers free assistance to members of public seeking domestic violence protection orders. Our work extends to the community at large through a number of pro bono initiatives.

**To Apply:** Please send a cover letter, resume, and writing sample to Pamela Thomas via email to [pthomas@jenesse.org](mailto:pthomas@jenesse.org) with "Staff Attorney Position" in the subject header. Estimated start date for the position is the first week of March 2018. Applications will be accepted until the position is filled.

*Jenesse Center, Inc. is an equal opportunity employer.*