

JOB ANNOUNCEMENT

Supervising Attorney (Santa Cruz)

Full Time: 35 hrs a week
Reports to: Executive Director
POSTED: OCTOBER 10, 2022



About Senior Citizens' Legal Services

SCLS has provided high-quality, free legal services to elderly residents of Santa Cruz and San Benito Counties since 1972. Our Vision is that all elders feel respected and secure – regardless of economic status, race, gender, or ability – and have equal access to legal services. We provide free legal services to defend the rights of the elderly to quality housing, government benefits, and protection from exploitation and discrimination. Our team is committed to maintaining a healthy work-life balance and cultivates a culture of equity and inclusion within where all staff can flourish and grow professionally and well beyond.

Position Summary

The Supervising Attorney provides comprehensive legal services to eligible clients in SCLS' priority areas, including but not limited to housing, public benefits, elder abuse, and consumer fraud. Overseeing our small team of staff and volunteer attorneys and our robust internship program, this position requires someone to be an expert organizer, scheduler, trusted advisor, and possess the ability to communicate clearly. This position plays a critical role in the organization and, if desired, will work closely with our organization's Executive Director in the overall strategies, hiring and goal setting for the organization. Requires a thorough commitment to the core values, mission, and vision of Senior Citizens' Legal Services.

DUTIES & RESPONSIBILITIES:

- Provides legal counsel, advice, representation, and other legal assistance to eligible clients in civil matters, including administrative proceedings and litigation in California State Courts
- Supervises the work of, and assists in training, legal interns, aka advocates, and legal support staff to ensure achievement of case and program outcomes.
- Makes challenging management decisions regarding the appropriate level and balance of advocacy as required by the SCLS priorities and resources.
- Frequently may need to research distinct areas of law.
- Develops expertise in one or more of the SCLS substantive areas of law, using that expertise to guide the necessary and appropriate resolution of legal problems.
- Take on an array of cases that require more complicated legal assistance and/or court appearances.
- Document preparation including pleadings, typing, copying, filing.
- Assists and cooperates with program and development staff for reporting on all cases in order to help secure grants and other funding and complying with grant obligations and reporting requirements; Maintaining client data base.
- Maintains and improves proficiency with all equipment, hardware, and software necessary to perform the duties of the position.
- Complies with the California Rules of Professional Conduct, the Business and Professions Code for the Provision of Services to Indigent Persons, and with program standards, policies and practices including all caseload size and control protocols, case management, reporting, and grant compliance procedures.

MINIMUM QUALIFICATIONS:

Required:

- 3-5 years minimum legal work experience.
- Admitted to practice law in the State of CA (out of state licensees will be considered if willing to sit for California Bar within 3 months of hire).
- Commitment to maintain the highest level of integrity and trust for the organization.
- Demonstrated commitment to diversity.
- Excellent written and verbal communication.
- Able to meet deadlines and perform multiple tasks while maintaining attention to detail.
- Good people skills and the ability to maintain positive relations with a diverse population.

Preferred:

- Bilingual (English & Spanish) fluency strongly preferred.
- Familiarity in working with clients in crisis and/or who are trauma survivors; Experience working with low-income families and communities.
- Experience in a non-profit legal services environment.

OTHER REQUIREMENTS:

- Must be able to work at a computer for full workdays; routine lifting and reaching required.
- Must have a valid CA Driver's License for work-related tasks as needed, have access to drive a motor vehicle incidental to the performance of the work and be insured.

RATE OF PAY AND HOURS:

This is an exempt, 35 hr/wk position. The position will be offered between \$70,000-\$90,000/yr, depending on education and experience (plus a .40/.10 per hour bilingual/biliterate differential after passing a test administered by the Hiring Team). Typical hours of work will be Monday-Thursday, between 8:30 and 4:30pm, Fridays until 12:30pm. Regular onsite attendance is required of this position, at least 2 days each week (negotiable).

BENEFITS:

We provide a generous benefits package valued at approximately \$8,000-9,000/year. For employee: Medical, dental, vision, and Employee Assistance Program; First year: 16 vacation days and 14 holidays, with accrual based on 40 hr/wk; Sick leave: Eight hours/month, with accrual based on 40 hr/wk; Two Additional Floating holiday days per year; Simple IRA Retirement Plan: Agency matches employee contribution up to 3% of annual salary upon completion of six months of employment; Friday afternoon office closure.

TO APPLY:

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include "**Supervising Attorney**" in the subject line. Please email application materials directly to resume@seniorlegal.org.

We are committed to diversity and cultivating a culture of equity and inclusion within where all staff can flourish and grow professionally and well beyond. We are an equal employment opportunity employer and do not discriminate on the basis of race, color, religious creed, sex, pregnancy, gender, national origin, ancestry, citizenship, age, medical condition, disability, marital status, sexual orientation, gender identity (including transgender status) or any other basis prohibited by law.

Mujeres, minorias y personas con incapacidades se urge que apliquen.

For more info, see: www.seniorlegal.org