

JOB ANNOUNCEMENT

Housing Law Staff

Attorney

(Santa Cruz)



Full Time: 35 hrs a week

Reports to: Executive Director & Managing Attorney

Bargaining Unit: No

FLSA: Nonexempt

Position Summary

Eviction moratoriums have provided much needed protections throughout the Covid-19 pandemic. These protections are ending, and an eviction surge is predicted throughout the state. Our offices are gearing up to provide crucial services to keep our most vulnerable citizens safe and housed. The representative duties of this position include but are not limited to the following:

- Represent clients and protect the housing rights of the participants, including Unlawful Detainer defense, litigation and mediation for avoiding eviction, and otherwise protecting the rights of tenants. Services may also include assisting senior landlords renting rooms in their own homes, and potentially foreclosure, foreclosure relief, or assistance with return of funds withheld from participants.
- Engage in professional interactions with various partnering agencies (Community Bridges, Watsonville Law Center, Community Action Board, Senior Network Services, and SurePath) as well as serving clients of SCLS
- Take on an array of cases that require more complicated legal assistance and/or court appearances.
- Perform document preparation including pleadings, typing, copying, filing.
- Maintain client data base and assisting with any required grant and internal reporting
- Participate in housing law trainings, developing legal trainings and training materials.

Competencies and Qualifications

- Member in good standing with the State Bar of California, (1-5 years legal experience preferred).
- Fluency in English/Spanish is preferred; bi-cultural experience is highly preferred.
- MS-Suite, Proficient Excel Skills, G-Suite, C-Suite.
- Experience working with the elderly and disabled or disadvantaged populations preferred.
- Applicant should be detail-oriented and have good written and verbal communication skills.
- Open mind to learn new processes and new areas of law.
- Commitment to maintain the highest level of integrity and trust for the organization.
- Ability to work in a fast-paced environment and manage several projects at once, or handle a high-volume caseload.
- Ability to be flexible, adaptive and responsive with constant need and shifting priorities.
- Demonstrated commitment to diversity within the office.
- Familiarity in working with clients in crisis and/or who are trauma survivors preferred.
- Willingness to represent SCLS and coordinate training and community outreach activities.

Compensation

Salary is competitive and commensurate with experience. We provide a generous benefits package, including health insurance, leave policies, vacation, and December holiday office closure at full pay.

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 **“Housing Law Attorney”** in the subject line. Please email application materials directly to resume@seniorlegal.org

POSITION OPEN UNTIL FILLED

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. The highest priority of the organization is to defend the right of the elderly to quality health care, social integration, to secure their persons and property, and to be free of discrimination on the basis of age or disability. 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