



Our mission is to eliminate health disparities and foster community well-being by providing and promoting the highest quality care in South Los Angeles

**POSITION DESCRIPTION**

|   |                              |  |                  |
|---|------------------------------|--|------------------|
| <b>POSITION TITLE</b><br>Public Interest Attorney   | <b>JOB CODE</b><br>Non Union | <b>EXEMPT STATUS</b><br>Exempt               | <b>PAY GRADE</b> |
| <b>DEPT/LOCATION</b><br>Legal   |                              | <b>SUPERVISOR'S TITLE</b><br>President & CEO |                  |
| <b>POSITION SUMMARY</b>   |                              |  |                  |
| <p>Responsible for working directly with the President and CEO and other management team. Work collaboratively with other St. John's Well Child &amp; Family Center policy team to insure access to holistic wrap-around services addressing the root issues of poverty. Engage in public policy advocacy on issues related to healthcare issues and access.</p>  |                              |  |                  |
| <p>Note: The information in this position description indicates the general nature and level of work performed by employees within this classification. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job. Revise 04/07/10.</p>   |                              |  |                  |
| <b>REQUIRED SKILLS AND QUALIFICATIONS</b>   |                              |  |                  |
| <p>Experience with or strong interest in advocacy work and policy impact. Ability to work effectively with a diverse range of groups, including people of color, people who are without shelter, people with low incomes, immigrants, non-English speakers, people living with mental and physical disabilities, people experiencing domestic violence, service providers, government employees, and community partners. A client-centered, holistic approach to legal advocacy, including comfort with a harm reduction framework. Personal or professional experience with the communities our work centers (transgender and gender-nonconforming individuals, people of color, gender-nonconforming individuals, and people living with HIV and other chronic health conditions) highly desirable.</p> <ul style="list-style-type: none"> <li>• Member of the California State Bar in good standing, or successful completion of the California Bar Exam and awaiting completion of a background check.</li> <li>• Strong interpersonal skills, flexibility, and demonstrated ability to work well independently and as part of a team. Ability to manage a demanding caseload and excellent time management, priority-setting, and organizational skills.</li> <li>• Demonstrated interest in integrating racial and social justice into law practice.</li> <li>• Excellent written and oral advocacy skills. Bilingual skills in Spanish highly desirable but not required.</li> </ul> |                              |  |                  |
| <b>PRINCIPLE ACCOUNTABILITIES.</b> We acknowledge that all employees should have goals and objectives that support the Mission of St. John's and that each should be accountable for personal, team and organizational goals.   |                              |  |                  |
| <b>Duties and Responsibilities:</b>   |                              |  |                  |
| <p>Provide representation, advocacy work and policy impact on behalf St. John's Well Child &amp; Family Center:</p> <ul style="list-style-type: none"> <li>• to increase access to healthcare services;</li> <li>• prevent cuts in funding and programs for community health centers;</li> <li>• challenge policy decisions which reduce access to healthcare for underserved communities, including: <ul style="list-style-type: none"> <li>○ low-income families;</li> <li>○ undocumented immigrants;</li> <li>○ communities of color;</li> <li>○ people experiencing homelessness;</li> <li>○ Medicaid recipients;</li> <li>○ the uninsured;</li> <li>○ transgender individuals</li> <li>○ people with HIV/AIDS and other chronic diseases.</li> </ul> </li> <li>• provide periodic legal training for medical providers, community partners, and client groups;</li> <li>• staff an on-site legal clinic for patients in need of advice and support;</li> <li>• complete administrative tasks, such as those related to grant and services reporting. Additional tasks as assigned by President &amp; CEO;</li> </ul>   |                              |  |                  |

**Team**

- Coordinates care monitoring to follow up schedules and procedures with patients
- Maintains contact with patients, staff, and funders as needed
- Attends staff meetings, MTM, and trainings as needed
- Fosters team environment in advocate role with staff, interns, and providers

**Organization**

- Coordinates services and advocacy with contact to community resources.
- Liaison between family and community resources.
- Strengthens the family's ability to assess and meet education, health and social/behavioral service needs.

**MISSION STATEMENT**

The mission of St. John's Well Child and Family Center is to improve and maintain the health of children and their families regardless of their ability to pay, and enhance the community's access to health care, by providing a medical home offering preventive and primary medical, dental and mental health treatment for underserved, uninsured and economically disadvantaged persons. The Center also serves a critical function in early identification and referral for serious medical conditions requiring more advanced medical treatment. Our Clinics serves chronically underserved, uninsured and economically disadvantaged families. St. John's Well Child and Family Center has been involved in increasing the availability and access to health care for the medically indigent since 1963.

**VISION STATEMENT**

The vision of St. John's is to deliver high-quality primary and preventive medical, dental, and mental health services that go beyond the borders of tradition to uninsured, underserved, and economically - disadvantaged persons in Los Angeles. We are devoted to instilling the value of well-being to our communities, resulting in self-advocacy, self-esteem, and self-sustenance through innovative and developmental programs and collaborative endeavors.

**COMPANY VALUES****Dignity**

We honor and respect every person we encounter as a valued member of the human family whose gifts and rights are to be protected.

**Excellence**

We support and champion individual and organizational growth, accountability, creativity, teamwork, and commitment to quality, and the best standard of care.

**Well-Being**

We promote and advocate for the full integration of our patient's physical and mental health with their needs as an active member of a vibrant and just community.

**Social Justice**

We collaborate with others to develop systems, organizations, and programs that address the needs of and empower all members of our community with a preference for the most vulnerable and disadvantaged.

**Commitment to Process Improvement**

Employees will make a commitment to the change process and embrace new systems and technology designed to enhance employee skills and improve patient care.

Employees will actively engage in designing, implementing and optimizing new systems for efficient operating.

Employees will be dedicated to a patient-centered medical home model fostering excellence in customer service and patient care.

Employees will provide cross functional support to other employees which means you will be responsible for "other duties as assigned" to pick up the work load and rebalance the work load for continued efficiency in patient care.

**Essential Job Functions include the following:**

Physical Demands: The physical demands described here are representative of those that be met by an employee to successfully perform the essential functions of this job and include the ability to type and operate a personal computer with various software programs, effectively operate standard office equipment, bend, stoop, crouch, kneel, twist, balance, and work at a desk, lift and carry up to 25 pounds, and communicate (written and oral) in a clear and professional manner.

Mental/Cognitive Demands: Establish and maintain effective work relationships with co-workers and customers, maintain regular attendance, understand and carry out a variety of oral and written instructions, have knowledge of proper English usage, grammar, punctuation, spelling, and vocabulary, have the ability to learn office principles, practices, and methods, understand filing systems, including numerical, alphabetical, and chronological, learn a variety of procedures, policies, and services of the assigned work unit or program, perform assigned duties with efficiency and accuracy and maintain confidentiality.

**Competency Definitions**

Competencies are metrics used to measure how well you perform your duties and responsibilities on the job. For example one employee may handle X numbers of patients per day but when surveyed, the way the patient was handled or mishandled speaks to competence. Competence is measured on a scale of 1 (low) to 5 (high).

**Personal**

**1 Results Orientation**

- Employee takes initiative and sets high goals and consistently achieves goals as assigned.
- Quality of work is accurate and has consistent neatness and detail.
- Quantity of work meets goals and deadlines. Maintains a steady pace under pressure.

**2 Decision Making and Problem Solving**

- Weighs all facts before making a decision and willing to take action within limits.
- Consults with superiors before taking action. Digests relevant information.
- Anticipates and prevents problems before they get out of hand.

**3 Judgment**

- Uses sound logic and factual information to analyze situations.
- Knows how to find information relevant to circumstances.
- Can withhold personal feelings and politics when making decisions.

**4 Oral and Written Communication**

- Is effective in one-on-one and groups situations.
- Can listen and respond appropriately discussing matters.
- Provides professional responses to internal patients and external vendors.

**5 Flexibility and Dependability**

- Performs effectively when faced with varying operating conditions.
- Punctual, attentive and accepts responsibility for all duties assigned.
- Can adjust quickly to changing environments and demanding situations.

**6 Job knowledge and Technical Skills**

- Proficient in job knowledge and technical skills required for the position.
- Shows understanding and demonstrates skills as needed.
- Learns new skills and terminology as appropriate in a changing environment.

**Team**

## **7 Planning and Organizing**

- Schedules time effectively, meets deadlines, to achieve all goals and objectives.
- Plans each day with priorities and accomplishes daily, weekly and monthly goals.
- Demonstrates good time management and strong administrative skills.

## **8 Supervision**

- Accepts corporate mission and objectives and is aligned properly to outcomes.
- Keeps supervisor informed with updates, reports, and changes.
- Supervises with integrity and demonstrates leadership when assigned employees.

### **Team (continued)**

## **9 Teamwork and Developing Others**

- Builds teamwork and team spirit among all employees.
- Maintains solid working relationships that support and encourage one another.
- Enforces team concepts over personal bias and individual opinions.

## **10 Composure**

- Maintains composure and objectivity when under pressure.
- Embraces change and new challenges with enthusiasm and energy.
- Handles themselves in a mature and professional manner.

## **11 Building Relationships**

- Maintains rapport with employees, patients and stakeholder.
- Manages conflict constructively to achieve mutually beneficial outcomes.
- Builds consensus and overcomes.

### **Organization**

## **12 Leadership**

- Employee is a positive role model and demonstrates integrity on the job.
- Develops others to maximum capacity for growth and incremental improvement.
- Manages others to win loyalty and commitment.

## **13 Awareness: Internal and External**

- Understands internal corporate culture and can maneuver as required.
- Keeps abreast of new services and changes that affect the business.
- Keeps informed on community, political and legal matters pertaining to St. John's.

## **14 Quality Control: Improvement of Patient Care and Profitability**

- Exceeds patient expectations in providing services to our community.
- Properly matches patient need to appropriate referral service(s).
- Supports St. John's Mission with enthusiasm and in a caring manner.

**Acknowledgement: I have read and understand my job description duties and responsibilities, Mission,**

**Vision, Commitment to Process Improvement, and Competency definitions and accept the position as defined.**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Human Resources** \_\_\_\_\_ **Date** \_\_\_\_\_