

Job Title:	Staff Attorney	FLSA Status:	Exempt
Reports To:	Director of Legal Services	Union Position:	No
Approved By:	Director of Human Resources	Department:	Legal Services
Approved Date:		Jobs Supervised:	No

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

OUR VISION: St. John's Well Child and Family Center will be a leader, catalyst, and model for the best care, long-term community health improvements, and sustainable, health-enhancing system and structures in Los Angeles.

OUR CORE 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.

JOB SUMMARY

St. John's recently hired a Director of Legal Services with the goal of developing a legal services program for St. John's patients. This is an exciting opportunity to assist with the development of this new service for our patients. The Staff Attorney do outreach to victims of Hate Crimes and to provide legal services to them and their family members.

This position is grant funded. The grant is scheduled to expire on May 31, 2023. The grant may or may not be funded again after that date. Your employment beyond the grant expiration date is not guaranteed. Should the grant not be funded, you are eligible and encouraged to apply for another position within the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a combination, but not necessarily all, of the following duties:

- Provide counsel and advice to victims of Hate Crimes regarding their legal rights.
- Work with social service team who provide Victim Advocacy, including in the Transgender Health Program.

- Assist clients advocating for victim compensation benefits as needed.
- Assist clients with legal service needs stemming from the violence they experienced as the victim of a hate crime.
- Screen clients for potential immigration relief (primarily U Visas) and represent before the USCIS, and if applicable the EOIR.
- Assist clients *in pro per* or represent, as appropriate, with obtaining Civil Harassment Restraining Orders.
- Assist clients with employment or housing issues stemming from Hate Crimes committed at work or at their home.
- Provide Know Your Rights Workshops for victims of Hate Crimes.
- Assist with the development of an outreach plan to the St. John's patient community and surrounding communities regarding the services offered by St. John's to Hate Crime Victims.
- Attend meetings of various St. John's partners and advocacy organizations for victims of Hate Crimes
- Attend meetings, trainings, and other work-related events as needed; and
- As an exempt position, evening and/or weekend hours may be required to ensure the fulfillment of all duties and responsibilities; and
- Other duties may be assigned or may be modified as business needs dictate.

Supervisory Responsibilities

- This position has no supervisory responsibilities.

Responsibility to Team:

Actively support assigned team/department by participating in and supporting all team/departmental initiatives, proactively communicating with supervision, meeting assigned goals and objectives, and committing to embracing process improvement initiatives.

Responsibility to Organization:

Actively support SJWCFC by consistently meeting St. John's Mission, Vision, and Values; modeling positive interactions with patients, staff, and community; keeping informed of internal (e.g. policies and procedures) and external (e.g. legal or political matters) which may affect business.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- JD from accredited law school

Experience: (Required)

- Active Membership in the California State Bar, with 1-3 years' experience.
- Demonstrated commitment to serving the needs of low-income people including undocumented immigrants, victims of violence, and the Transgender community.
- Knowledge of the broad range of legal service needs of victims of Hate Crimes, including, but not limited to, housing, immigration, Civil Harassment Restraining Orders, and Employment.
- Excellent written and verbal skills
- Fluent in spoken and written Spanish
- Willingness to work evenings and weekends as needed

Additional Requirements:

- Willingness to work in a small legal department within a much larger health services organization;
- Ability to perform much of your own legal support work

- Ability to work as part of a team that includes attorneys, paralegals, social workers, and care coordinators
- Ability to work with clients who are dealing with trauma and to maintain a professional relationship with clients.
- Flexibility and willingness to learn new areas of law, as needed.

Licensure/Certification - Employees are responsible for maintaining individual certifications as required by job function or by law and provide verification and recertification when requested by management:

- Valid CA Driver's License and car required for travel to different clinic sites and community events

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual English/Spanish (read, write, speak) required.

Reasoning Ability

Ability to define problems collect data, establish facts and draw valid conclusions. Synthesize complex or diverse information. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to interpret situations, characteristics, behavior, etc. and respond appropriately.

Computer Skills

To perform this job successfully, an individual should have strong knowledge of MS Outlook, MS Excel, MS Word, and Case Management Internet software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee establishes and maintains effective work relationships with co-workers and customers, maintains regular attendance, understands and carries out a variety of oral and written instructions, has knowledge of proper English usage, grammar, punctuation, spelling, and vocabulary, has the ability to learn office principles, practices, and methods, understands filing systems, including numerical, alphabetical, and chronological, learns a variety of procedures, policies, and services of the assigned work unit or program, performs assigned duties with efficiency and accuracy and maintains confidentiality. The employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

NOTE

The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Signature

Print Name

Date