

HAVEN HILLS, INC.
POSITION DESCRIPTION

Position: Managing Attorney

Hours: Full-Time / Exempt (40 hours/week)

Reports to: Chief Executive Officer

Annual Salary Range: \$80,000 - \$110,000 annually

Benefits: Medical, Dental and Vision, 401(k), Paid holidays, sick, vacation benefits, paid state bar, CLE, and other membership fees necessary to perform duties.

RESPONSIBILITIES AND DUTIES: The Managing Attorney will maintain a caseload and oversee recruitment and workload of pro-bono attorneys, law students and a staff paralegal. The Managing Attorney specializing in family law will provide clients with advice, guidance, assistance with forms, and representation as necessary. The Managing Attorney will also develop and oversee a legal program, staffed by pro-bono attorneys and law students who will provide legal services for Haven Hill's clients.

PRIMARY RESPONSIBILITIES

- Develop and oversee a Legal Program where pro-bono attorneys, law students, and a staff paralegal provide legal services to survivors of domestic violence.
 - Develop strong professional partnerships with law firms, bar associations, and universities to support recruitment and grow the program.
 - Recruit pro-bono attorneys and law students to support service delivery; review applications, facilitate interviews and select appropriate candidates.
 - Supervise, assign, and evaluate workload of pro-bono attorneys, law students, and staff paralegal.
 - Train pro-bono attorneys, law students, and staff paralegal on internal and best practices in providing survivors of domestic violence.
 - Learn and understand internal programs, policies, and procedures that impact client care, including confidentiality and available services.
- Manage a client case load, including but not limited to supporting clients with legal advice, completing forms, advocacy, and representation as necessary.
- Meet with direct staff to coach and discuss any issues pertaining to their roles and projects; address disciplinary issues as they arise; and draft and conduct annual staff evaluations.
- Represent Haven Hills at various City, County, and State meetings, workgroups, and taskforces.
- Accountable for ensuring client services are comprehensive and quality care is delivered which address client needs.
- Maintain knowledge base of all laws, statutes and enforcement actions impacting survivors of domestic violence.
- Research, inform and train all team members on new legislative issues and updates which impact client care.
- Participate in client case conference meetings to discuss client cases, program updates and issues, and communicate pertinent information to ensure service alignment.
- Assist with monthly/quarterly funder reporting, and other reports as necessary.
- Ability to travel locally and work weekend/evening hours as necessary.

- Participate in On-Call rotation.
- Participate in internal meetings and special projects as requested.

Other related duties as assigned.

MINIMUM QUALIFICATIONS

- **Bilingual in Spanish preferred.**
- As a condition of employment, member in good standing with The State Bar of California is required and must be maintained.
- Three (3) or more years' experience of family law experience.
- Demonstrated experience in the following areas highly desirable: leading or developing a program; working extensively with volunteers; or marketing and networking.
- Experience in the field of domestic violence or an understanding of the dynamics of an abusive relationship and its impact on the individual and society.
- State mandated 40-hour domestic violence advocate training certificate required, or completion within three months of hire.
- Ability to speak and write effectively.
- Strong public speaking skills and audience engagement.
- Excellent organizational and communication skills and be able to multi-task in crisis environment.
- Highly effective in working objectively with a diverse group of clients and staff.
- Must be comfortable working in non-traditional or shelter setting; must be flexible, open-minded, adaptable, and able to work independently.
- Must be computer literate, familiar with Microsoft Outlook, Word, and Excel
- Must undergo fingerprinting/background check, TB testing, and drug testing, as required.
- Haven Hills, Inc. requires its employees to be vaccinated against COVID-19, subject to certain exceptions as required by law. All employees may also be required to adhere to additional masking and social distancing requirements.
- Must have a valid California driver's license, insurance, and an automobile that may be used during working hours.
- Ability to travel locally and work weekend/evening hours as necessary.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- At times may be required to lift up to 10 pounds.
- May be required to use stairs to access second floor of facility.
- Required to express or exchange ideas by means of spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Driving may be required.

Equal Opportunity Employer: Haven Hills, Inc. is an equal opportunity employer and does not discriminate based on age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any protected class as defined by California and federal law."

American with Disabilities Act/Fair Employment and Housing Act Compliance Information: To comply with the Americans with Disabilities Act, the Fair Employment and Housing Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless such accommodations create an undue hardship on Haven Hills.

At-Will: This position is at-will, meaning that you or the employer may terminate at any time.

Haven Hills offers a comprehensive benefits package to its full-time employees working 40 hours or more per week. Employees meeting the full-time eligibility requirement may participate in the following:

<ul style="list-style-type: none">• Medical Coverage – Partially sponsored by Employer.<ul style="list-style-type: none">○ Blue Shield of California○ Kaiser Permanente○ United Healthcare• Dental and Vision – Partially sponsored by Employer.<ul style="list-style-type: none">○ United Healthcare Dental○ Vision Service Plan (VSP)• Health Care Flexible Spending Account Plan (Health Care FSA) available	<ul style="list-style-type: none">• Group Life and Accidental Death & Dismemberment (AD&D) – Fully sponsored by Employer.• Voluntary Group Life and Accidental Death & Dismemberment (AD&D) and Short/Long-Term Disability Insurance options available• 401(k) Retirement Plan with employer match• OTHER: Workplace Perks Benefits (discount program) and Flexible Work Schedule.
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To apply, please email resume and cover letter to Maria Barahona at mbarahona@havenhills.org