



# CALIFORNIA INDIAN LEGAL SERVICES

Escondido · Eureka · Bishop · Sacramento  
Principal Office 117 J St., Ste 201, Sacramento, CA 95814  
Telephone 916.978.0960 · Fax 916.400.4891 · [www.calindian.org](http://www.calindian.org)

## **Domestic Violence Staff Attorney Part-Time Position Available – Escondido Office**

### **Program Description:**

California Indian Legal Services is a statewide, tribally controlled, non-profit corporation that provides legal services to Indian tribes, Indian organizations and low-income individual Indians on issues involving Federal Indian Law. CILS provides a variety of legal services including brief counsel and advice and extended representation on core legal issues affecting Native Americans and Indian tribes. CILS is involved in litigation, policy analysis and advocacy, and also provides transactional services to tribes involving economic development and tribal infrastructure.

CILS has four field offices throughout California: Sacramento, Escondido, Bishop and Eureka. The Escondido office provides legal services in eight counties that include 36 of the 110 federally recognized tribes in California. This service area has the largest concentration of federally recognized tribes. For more information go to [www.calindian.org](http://www.calindian.org).

### **Job Description:**

Supervised by the Directing Attorney, the Special Projects DV Staff Attorney will work collaboratively with the Lead DV Staff Attorney and the DV Legal Advocate to provide exceptional legal services in domestic violence cases, sexual assault, stalking and sex trafficking. The Special Projects DV Staff Attorney is a part-time position at 20 hours per work week Monday-Friday. This position includes general office and case management work. This is a remote position serving clients in the Riverside and San Bernadino Counties of California.

### **Duties and Responsibilities:**

- Culturally sensitive legal representation and assistance to Native American and non-Native American survivors of Domestic Violence and Sexual Assault in state court and where appropriate Tribal Court;
- Legal representation shall include but not be limited to: Domestic Violence protection proceedings, child custody, divorce, civil harassment proceedings, evictions, and other legal matters needed by the Domestic Violence victim.
- Work closely with the CILS DV Advocate on intake procedures, document collection, safety planning, and other case related activities;
- Travel to meet with clients in Riverside and San Bernadino counties for interviews when necessary;
- Work with Strong Hearted Native Women's Coalition, The Rincon Band of Luiseño Indians, and other tribal and non-tribal DV/SA organizations on developing partnerships on sharing resources and referrals to meet client needs;
- Conduct walk-in clinics;
- Work with state, local and tribal law enforcement on securing effective enforcement of Tribal Court Domestic Violence Orders when issued;

- Attend Domestic Violence Advocate training and related conferences to stay current on new issues and developments in the area of Domestic Violence and Sexual Assault in Indian Country;
- Manage and maintain a client caseload in a well-organized and professional responsible manner;
- Carry out other duties as assigned.

### **Qualifications:**

#### **Mandatory**

- Experience working with and on behalf of domestic violence and sexual assault survivors is necessary.
- Familiarity with trauma informed and culturally aware legal services.
- Ability to build relationships with community partners and at times, with Client consent, to work collaboratively to achieve desired outcomes for Clients.
- J.D. from an accredited law school and current California bar membership in good standing.
- Demonstrated knowledge of California Family Law with at least 1-3 years of experience practicing law.
- Excellent communication, writing and organizational skills.
- Strong work ethic.
- Ability to travel overnight and possesses a valid driver's license.
- A commitment to providing high quality legal services for Indian and non-Indian people.
- Ability to work independently, as part of a team and to take initiative.
- Proficient in office computer software applications.

#### **Desired**

- Familiarity or experience working with Native American individuals, tribes, and communities.
- Demonstrated knowledge of Federal Indian law.
- Experience working under and reporting for grants.

### **Salary:**

Salary is \$40,000 per year (Part-time). CILS offers sick leave to Part-time employees.

### **To Apply:**

Submit a resume, cover letter, and writing sample to Escondido Directing Attorney Mark Vezzola via e-mail at [ESC-Hiring@calindian.org](mailto:ESC-Hiring@calindian.org). We will accept applications until we fill the position but CILS does not accept incomplete applications.