

POSITION: Housing & Probate Attorney  
LOCATION: Santa Maria, CA  
HOURS: Full-time (37.5 hrs)

ABOUT US: The Legal Aid Foundation of Santa Barbara County (LAFSBC) is a non-profit law firm that provides free legal assistance to Santa Barbara County residents. Our mission is to provide high-quality civil legal services to low-income and other vulnerable residents in order to ensure equal access to justice. We change lives through direct representation, legal advice and information, and community education. Our vision is a community where low-income people and other vulnerable residents are empowered to thrive and where all residents have meaningful access to the civil justice system. The LAFSBC offices are located in Santa Maria, Lompoc, and Santa Barbara. We also staff the Santa Barbara Superior Court self-help centers, known as the Legal Resource Centers.

#### OVERVIEW:

The Legal Aid Foundation of Santa Barbara County has an opening for a Housing & Probate Attorney in our Santa Maria. The position is primarily funded through the Sargent Shriver Civil Counsel Act, which targets cases involving critical legal issues that affect basic human needs such as housing, conservatorship, and guardianship. The Shriver program strives to ensure meaningful access to justice for low-income litigants. The attorney provides legal counsel, advice, and representation to low-income individuals facing eviction or other landlord-tenant issues, guardianship of the person and conservatorships of the person based on procedural stance and priorities of each matter.

#### RESPONSIBILITIES:

Responsibilities include but are not limited to the following range of duties: conducting client interviews, providing advice and counsel, representing clients at all stages of litigation - including but limited to law and motion, trials, post-trial relief; updating and inputting information into case management system; working collaboratively with one intake coordinator; providing education and outreach efforts directed at community members, advocates and service providers; grant reporting, evaluation, and monitoring; and other duties as assigned.

LOCATION: Santa Maria, CA

NOTE: Due to COVID-19 safety restrictions, LAFSBC staff are primarily working remotely from home. Temporary remote work will be considered, but the expectation is that the position will be based out of our Santa Maria office.

#### QUALIFICATIONS

- Licensed to practice law in the State of California (provisional license will be considered);
- Commitment to the mission of the Legal Aid Foundation of Santa Barbara County;
- Ability to meet deadlines and perform multiple tasks while maintaining attention to detail;

- Ability to communicate clearly and respectfully with those who may have educational, language, or other barriers to understanding;
- Excellent interpersonal skills and demonstrated ability to work with other teams, the public, court personnel, government agencies, and partner organizations;
- Ability to work independently in a small office while also working as part of a countywide organization;
- Ability to use appropriate software in the performance of professional legal work;
- Excellent oral and written advocacy, legal analysis, and legal research skills.

#### DESIRED QUALIFICATIONS

- Language: Bilingual in English and Spanish helpful but not required;
- Experience working with support staff;
- Experience in unlawful detainers, housing, or guardianship/conservatorship matters;
- Experience working with low-income communities;
- Experience working with a civil legal aid organization or non-profit organization.

**SALARY & BENEFITS:** DOE - Salary commensurate with experience. Generous personal leave and benefits package, including paid vacation, sick leave, holidays, health/vision/dental insurance, and option to participate in 401(3)(b) retirement plan.

#### APPLICATION PROCESS:

Applications will be accepted immediately and on a rolling basis until the position is filled but priority consideration will be given to those who apply by January 15, 2021. Please submit 1) cover letter 2) resume and 3) a list of three references to Jennifer Smith, Executive Director at [personnel@lafbsc.org](mailto:personnel@lafbsc.org). Please include the job title in the subject line of the email.

*The Legal Aid Foundation of Santa Barbara County provides equal employment opportunities to all applicants without regard to race, color, national origin, ancestry, ethnicity, sex, gender, sexual orientation, gender identity, transgender status, age, religion, genetic information, physical or mental disability, medical condition, military or veteran status, pregnancy, childbirth or related medical condition, marital or registered domestic partner status, or any other legally protected status. We strongly encourage candidates from traditionally underrepresented communities to apply.*