

**EAST BAY CHILDREN'S LAW OFFICES**  
**JOB ANNOUNCEMENT FOR DEPENDENCY STAFF ATTORNEY**

**ORGANIZATION DESCRIPTION**

East Bay Children's Law Offices, Inc. (EBCLO) provides court-appointed legal representation to children and youth who are the subject of abuse and neglect proceedings in Alameda County Juvenile Dependency Court and guardianship proceedings in Alameda County Probate Court. Formerly a division of the Alameda County Public Defender's Office, we became a stand-alone non-profit in 2009 establishing a holistic practice advocating for children both in and out of court. As a multi-disciplinary team of attorneys and social workers, we believe that children should be seen *and* heard.

**Mission Statement:**

Our mission is to protect and defend the rights of children and youth through effective, vigorous and compassionate legal advocacy. EBCLO strives to provide a voice for children in the juvenile dependency system and to promote positive outcomes for them.

**JOB DESCRIPTION**

We are looking for a full-time attorney to join our dynamic team working in a fast-paced client driven environment. The Attorney will represent children at all stages of juvenile dependency proceedings. The Attorney will be in court frequently and have regular client contact. Attorney responsibilities include client interviews/home visits; providing ongoing evaluation and investigation of cases; preparing for and participating in all hearings; participating in mediations, Child & Family Team meetings, and other alternative dispute resolution efforts. EBCLO provides frequent trainings to build legal knowledge, strengthen courtroom skills and develop a deeper understanding of relevant issues and also provides an annual stipend for outside trainings. The attorney may also advocate for clients in other areas, including education, because children's success and stability is based on more than simply the outcomes of their juvenile court cases.

**Primary Duties:**

- Represent a full caseload of children and youth in juvenile dependency court proceedings.
- Interview clients in their homes/community; advise clients on legal rights, legal proceedings, and decisions regarding child placement; make preliminary evaluation of conflict of interest.
- Take appropriate legal steps to best represent clients; advise clients on the proper course of action; represent clients at all phases of court proceedings, engage in client, lay witness and expert witness contact.
- Order investigation of the case and subpoena witnesses determined to be helpful to the case; analyze facts in light of relevant legal considerations; conduct legal research; prepare litigation strategy, prepare legal memoranda, motions and briefs, and argue specific legal motions and pleadings; litigate evidentiary hearings; examine and cross-examine witnesses and challenge their qualifications; argue cases.
- Conduct contested and non-contested court appearances, hearings, and trials for parties in juvenile court proceedings, and seek appropriate appellate relief from decision of the Juvenile Court by preparing and arguing writs and notices of appeal.

- Visit homes and other placements for children, evaluating and reporting as required; correspond and communicate with interested parties such as relatives, judges, and social services personnel with regard to placements, the status and legal rights of clients; and handle all legal steps needed to protect client's interests.
- Participate in regular meetings with EBCLO supervisors, courtroom teams and staff and participate in general office upkeep duties, including computer data entry of case information and timekeeping.
- Appear before public and private groups, as requested, to make presentations and answer questions about the functions of EBCLO.

Essential Qualifications:

- Active member in good standing of the State Bar of California.
- Strong written and verbal skills.
- Demonstrated interest and ability in working with children and youth, and with low-income and diverse communities.
- Ability to work independently and be self-motivated.
- Ability to drive with valid driver's license, auto insurance, and access to use of an automobile.
- COVID-19 vaccination.

Knowledge and Abilities:

We have a team of experienced attorneys who are enthusiastic about mentoring and training new lawyers. As such we appreciate knowledge about the practice of indigent defense and California statutory and constitutional law as well as knowledge of related areas including forensics, psychology, substance abuse and child development, but we are also open to attorney applicants who do not have experience in this particular area of law but are eager and motivated to learn.

Ability to:

- Communicate effectively with clients, lay witnesses, expert witnesses, child welfare workers, co-workers, and other lawyers and Judges.
- Present legal arguments clearly, logically and effectively in oral and written form.
- Maintain accurate records, logs, and case files including daily time keeping.
- Use good judgment and make appropriate decisions even in a stressful environment.
- Exercise interpersonal sensitivity and flexibility.
- Support and maintain a collegial and cooperative office culture which promotes equity and the passionate representation of clients.
- Establish working relationships with clients of diverse racial, cultural, socio-economic, SOGIE and age backgrounds and inspire their confidence.

**SALARY:** Commensurate with experience and beginning at \$75,000. EBCLO also provides full health, dental, vision and acupuncture benefits for employees and pays 25% of dependent coverage as well as life insurance and a 403(b) retirement plan. Our new modern office space across the street from the Martin Luther King, Jr. Regional Shoreline is surrounded by windows,

with high ceilings, and outdoor balcony access with a view of San Francisco. There is also a free gym and shower in the building open before and after work M-F.

APPLICATION DEADLINE: Review of candidates will begin immediately and continue until position is filled.

TO APPLY: Send cover letter, resume, and a list of three references to: [jobs@ebclo.org](mailto:jobs@ebclo.org)  
Please specify “Staff Attorney” in subject line. The majority of EBCLO’s clients are youth of color impacted by or living in poverty. To best serve our clients, we are constantly striving for a work place which supports diversity, inclusion and equity and in which differences are acknowledged and valued. **In your cover letter, please explain how your perspective, background, culture and/or lived experience contributes to your ability to promote equitable practices in our advocacy for clients and within our organization.**

The East Bay Children’s Law Offices is an equal opportunity employer and an ADA accessible facility. The East Bay Children’s Law Offices values and promotes diversity. Applications encouraged regardless of race, gender, national origin, sexual orientation, age or disability.