

EAST BAY CHILDREN’S LAW OFFICES
JOB DESCRIPTION FOR MANAGING ATTORNEY

ORGANIZATION DESCRIPTION

East Bay Children’s Law Offices, Inc. (EBCLO) provides court-appointed legal representation to children and youth who are parties in Alameda County Juvenile Dependency Court proceedings and guardianship cases 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.

At EBCLO we also understand that laws are not colorblind. We recognize that we must work to dismantle structural racism and implicit and explicit bias that leads to disproportionality and disparate legal outcomes for BIPOC and LBGTQ+ children in Alameda County. We work to remedy these structural inequities, and to ensure that each client is treated with the respect and care they deserve. We honor our clients’ stories, heritage, culture, and traditions and ensure they are seen and heard throughout the process. We value diverse lived experiences, backgrounds and perspectives. EBCLO strives to reflect the East Bay community in its staff, leadership and Board of Directors.

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

The Managing Attorney oversees EBCLO’s law practice, ensuring compliance with EBCLO’s core mission to provide vigorous and holistic representation to its child, youth, and young adult (non-minor dependent) clients.

The person in this role directly supervises 6 staff members, including supervising attorneys in each dependency courtroom, the probate attorney, and the Community-based Advocacy for Resources and Education attorneys. These duties include supporting supervising attorneys around issues of case strategy; diversity, equity and inclusion; promotion of professional development; and encouraging work/life balance, through weekly, biweekly, or monthly meetings depending on needs and skill level.

The Managing Attorney is a member of both EBCLO’s Executive and Leadership teams.

The duties and responsibilities of the Managing Attorney include, but are not limited to, the following:

- Participate in strategic decision-making at the organizational level, including program development, communication strategies, policy development/implementation, staffing, budgeting, fund development and crisis management.

- Work closely with the Director of Social Work to develop and evaluate best practices for collaboration between lawyers and social workers within a client centered multi-disciplinary practice.
- Lead recruitment, hiring, and training of staff attorneys and attorney supervisors. Participate in hiring and training of staff social workers and other staff.
- Attend and participate in meetings of EBCLO's Board of Directors meetings and take board minutes as directed by the Board Secretary.
- Attend, participate in, and facilitate monthly staff meetings. Provide office and community-wide trainings as needed.
- Participate in regular individual and group coaching sessions with EBCLO's diversity, equity and inclusion consultants. Support and maintain a collegial and cooperative office culture that promotes best practices, transparency, equity and the passionate representation of clients. Provide culturally responsive supervision with a focus on equitable, culturally responsive services to clients.
- Attend, participate in, and represent EBCLO at public forums and committee meetings that impact the interests of EBCLO clients at the direction of the Executive Director. Foster the organization's relationships with the court and with federal, state and local agencies and with other child advocacy organizations. Lead EBCLO's participation as a demonstration site in the Family Justice Initiative.
- Work closely with the attorney supervisors to manage attorney and supervisor caseloads and ensure appropriate supervision of all attorney staff. Make the final decisions concerning conflict and case-specific issues when appropriate.
- Provide support with development, program evaluation and supervision of the Guardianship Counsel for Children Program, the Education Advocacy Program, and the Advocacy for Juvenile Justice Program. Collect and quantify client demographics and program evaluation data.
- Oversee the Youth Voices Group which allows former clients with lived experience and perspective to inform EBCLO staff and drive policy change within the organization for more effective advocacy.
- Provide individual case consultation to attorney staff related to conflicts of interest, trial strategy, appellate remedies and other legal topics. Review all 827 motions served on EBCLO. Provide law and policy updates to attorney staff including case law and California State Dependency All County Letters.
- Track EBCLO cases on appeal and maintain EBCLO's access to various online records and case management systems.
- Authorize leave time and mileage and expense reimbursements supervisees. Consult with EBCLO staff regarding extraordinary expense requests including, but not limited to, out-of-state travel and expert witnesses. Assist in managing client needs fund distribution.
- Conduct annual performance evaluation for direct supervisees.
- Act as a backup when the Office Manager is on vacation or out sick for time sensitive administrative duties.
- Provide courtroom coverage as needed.

Minimum Qualifications:

- Active member in good standing of the State Bar of California.

- Minimum 10 years of trial and court experience as an attorney, including more than five years dependency practice.
- Significant leadership and supervisory experience.
- Ability to support and maintain a collegial and cooperative office culture which promotes equity and the passionate representation of clients.
- Demonstrated commitment to encouraging and supporting diversity, equity and inclusion in the workplace. Skilled at establishing working relationships with clients of diverse racial, cultural, socio-economic, and age backgrounds and gaining their confidence.
- Strong communication skills, writing ability, analytical ability, and excellent interpersonal skills.
- Ability to be responsive to supervisees in stressful settings.
- Ability to work independently, work on multiple long-term projects and be self-motivated.
- Valid driver's license, auto insurance, and car as needed.

Compensation and Benefits:

Compensation for the Managing Attorney role is \$120,000-\$140,000 depending on experience. EBCLO provides generous benefits, including full health, dental, vision and acupuncture benefits for employees and 25% of dependent coverage, life insurance and a 403(b) retirement plan. EBCLO provides 15 days of paid sick time, 13 paid holidays and 17 paid vacation days for new employees. 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.

The East Bay Children's Law Offices is an equal opportunity employer, a drug-free workplace, and an ADA accessible facility. We value and promote diversity. EBCLO is an equal opportunity employer and strongly encourages applications from all qualified individuals. We value the unique experiences, strengths, and perspectives that applicants will bring to this position and encourage. We look at each applicant's full experience, consider each applicant and encourage people from all backgrounds and experiences to apply.

TO APPLY: Send cover letter, resume, and a list of three references, including a current or prior supervisor, to: jobs@ebclo.org. Please specify "Managing 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 workplace that 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 contribute to your ability to promote equitable practices in our advocacy for clients and within our organization.