



## BayLegal Law Firm Attorney Sabbatical Program

BayLegal welcomes the applications of law firm associates who are interested in working in a fast-paced non-profit law firm serving low-income individuals throughout the San Francisco Bay Area. BayLegal is dedicated to providing meaningful access to the civil justice system through quality civil legal assistance regardless of a client's location, language or disability and welcomes individuals who are interested in getting involved in serving this mission through this Sabbatical Program.

\*Please keep in mind that due to limited resources, BayLegal is not in a position to provide any additional financial compensation, including benefits such as healthcare or loan reimbursement. BayLegal is seeking a one year, full-time commitment starting as early as August 15, 2009 (other start dates may be accommodated).

Application Process: Applications are accepted on an ongoing basis until positions are filled (updates will be provided via our website: [www.baylegal.org](http://www.baylegal.org))

1. Cover letter indicating your interest in specific sabbatical position(s) listed in the attached and updated on our website along with a copy of your resume, writing sample and any materials describing your law firm's program. Please indicate if there are any pending deadlines.

Bay Area Legal Aid – Law Firm Sabbatical Program  
1735 Telegraph Avenue, Oakland, CA 94612  
[grichardson@baylegal.org](mailto:grichardson@baylegal.org)

2. BayLegal will review all applications and arrange for an interview as appropriate.

Questions: Please contact Genevieve Richardson, Director of Pro Bono Activities  
(510) 250-5218 [grichardson@baylegal.org](mailto:grichardson@baylegal.org) [www.baylegal.org](http://www.baylegal.org)

**Bay Area Legal Aid** (BayLegal) is the largest provider of free civil legal services in the Bay Area. BayLegal provides a full range of legal service: advice; referrals; limited scope assistance; extended representation; policy and impact advocacy; trainings; outreach; and community education.

### BayLegal focuses on four substantive areas identified as the most pressing needs:

- **Domestic Violence Prevention:** Assisting domestic violence survivors escape the violence and create a safe and stable environment for themselves and their families through **Family Law, Restraining Order, and Immigration** assistance;
- **Housing Preservation:** Assisting clients in accessing or preserving safe, affordable housing, free of discrimination, with specific focus on **Eviction defense and Fair Housing**;
- **Access to Health Care:** Assisting clients in obtaining healthcare services from county and state programs; and
- **Economic Security:** Assisting clients in securing public benefits and working to eliminate barriers to employment and self-sufficiency.

## **Alameda County – Oakland**

### **Youth Justice – Alameda County**

BayLegal's Youth Justice Project (YJP) is an innovative project in Alameda County providing comprehensive advocacy to poor youth with disabilities and mental health needs. The YJP provides a range of legal representation and assistance with a specific focus on ensuring access to essential public benefits, special education services, housing, and health care services. Primarily, the project focuses on children in, previously in, or at risk of foster care or delinquency who have been denied or have not been informed about important benefits and services for which they are entitled. BayLegal is the only agency providing this legal assistance in the Bay Area. YJP's attorney works closely with other BayLegal staff to provide holistic services to the youth and his/her family in the full range of BayLegal's substantive areas.

Job Description: Under the supervision of Alameda county office Managing Attorney and Youth Justice Staff Attorney to assist with the following:

- Assist with conducting intake and needs/eligibility determination.
- Maintain a caseload representing foster care youth in obtaining a full range of
- Assisting with pro bono program - working with law firm and corporate counsel to coordinate pro bono attorney participation in client services and case placement

Qualifications:

- Interest and/or experience working with youth
- Organized and able to work in fast paced law firm environment.
- Bar license not required

Location: Oakland, CA (must be willing to travel throughout Bay Area)

### **Disability Income Social Security Advocacy Project – Alameda**

Description and Responsibilities: SSI and SSDI Social Security benefits are for people who are unable to maintain employment due to physical and or mental impairment and who have limited income and resources. Attorneys will have the opportunity to build a case from the ground-up by conducting initial interviews, preparing clients for hearing, writing briefs, and, time allowing, providing full representation to clients at an administrative hearing. Along with direct client representation, the position potentially involves participation in impact litigation, individual District Court appeals, and community outreach and education. Our clients include immigrants, juveniles, seniors and survivors of domestic violence.

Qualifications:

- Applicants who have an expressed interest or experience working with individuals with mental and/or physical disabilities will be preferred.
- Bar license not required.

Location: Oakland, CA

## **Alameda County – Oakland**

### **Domestic Violence Family Law - Alameda**

Description of BayLegal’s DV Prevention Practice: BayLegal provides a full range of legal assistance to DV survivors in family law matters, including dissolutions, custody, and child and spousal support. BayLegal provides representation in Superior Court and in some instances more limited services, such as assistance completing pro per pleadings. We strive to provide integrated services to DV survivors, and in that vein also address clients’ legal needs in the areas of immigration, housing, economic security, disability rights, and health care.

Responsibilities: Work under the supervision and mentorship of Alameda County Managing Attorney and BayLegal’s Family Law Regional Counsel to assist with the following:

- Represent DV Survivors in a full range of family law matters, including: Temporary Restraining Orders (TROs); Divorce; Legal Separation or Annulments; Child and spousal support; Custody and visitation;
- Represent immigrant DV Survivors in seeking immigration relief (i.e., VAWA self-petition, U Visa application, battered spouse waivers)
- Work with clients on safety planning, accessing social services, and navigating criminal justice system.
- Assist with community outreach and education projects

Qualifications: experience working with domestic violence victims and sensitivity to the needs of this population; fluency in Spanish or API language preferred. CA State Bar license (or sitting for the CA Bar exam)

Location: Oakland, CA (and willingness to travel to/from courts throughout Alameda County)

### **Legal Advice Line (LAL) - Oakland**

Description: BayLegal’s Legal Advice Line is the Bay Area’s only regional legal advice hotline and the first of its kind in the Bay Area. This unique combination of advanced telephone, computer technology and dedicated multilingual poverty law attorneys serves a critical role in bridging the justice gap experienced by low-income Bay Area residents who are unable to afford legal counsel in civil legal matters. Each year, the LAL provides services to more than 13,000 callers. BayLegal first implemented the LAL in 2004 in order to further its mission of providing the same scope and quality of legal services to the more than 1.2 million Bay Area residents living in poverty regardless of the client’s location, language or disability. Since its inception, 70,000 callers have received legal counsel and advice, effective referrals, or representation from one of our local staff attorneys.

Responsibilities: Under the supervision and mentorship of the LAL Managing Attorney:

- Through training gain expertise in one of BayLegal’s substantive law priorities (DV Prevention – Family Law/Immigration; Health Access/Government Benefits; Housing);
- Interview clients to assess their legal issues, provide advice and counsel, provide referrals to legal and social resources and schedule for additional services by BayLegal staff attorneys when appropriate

Qualifications: Bar License not required. Fluency in Spanish or API language preferred

## **Oakland – Regional Position**

### **Advocacy for Sexual Assault Survivors – Bay Area**

**Description:** Currently no legal services program in the Bay Area provides representation specifically for sexual assault (SA) survivors. After many years of advocacy, many legal protections have been established to address the needs of domestic violence (DV) survivors; however, SA, sexual violence by someone who is not an intimate partner or relative, is now where DV was 30 years ago.

Unlike a DV Survivor seeking a restraining order, a SA survivor cannot seek to have her abuser removed from her home (ex a violent roommate), cannot seek reimbursement for medical expenses and/or lost wages, and is not entitled to unemployment benefits if s/he has to leave their job (though one-fourth to one-third of survivors lose their jobs following an attack). Change is on the way, the CA legislature passed legislation that allows DV and SA survivors to terminate their leases to flee the violence. This project would be at the forefront of the changes we need to empower sexual assault survivors to recover and live productive, secure lives.

**Responsibilities:** Under the supervision of BayLegal’s Domestic Violence Regional Counsel – Family Law and Regional Immigration Law Coordinator (both experts in their field):

- Represent SA Survivors in obtaining Civil Harassment Orders (CHO) and addressing other legal needs such as housing, public benefits, health care, and immigration;
- Provide technical assistance to BayLegal attorneys and community rape crisis centers on the legal protections and benefits available to survivors of sexual assault;
- Advocate for improved public policy, and
- Conduct community education and outreach.

**Qualifications:**

- CA Bar License required
- Experience working with sexual assault survivors and sensitivity to the needs of this population preferred

**Location:** Oakland, CA (willing to travel to/from court throughout the Bay Area)

## **Contra Costa County - Richmond**

### **Homeless Prevention and Advocacy – Contra Costa County**

Description and Responsibilities: Attorney will work on a range of legal issues facing homeless populations, including working with local Homeless Court; developing and coordinating a Street Law project informing the homeless of their rights; and assisting individuals with criminal records to expunge or seal such records so as to overcome barriers to employment and housing.

Qualifications:

- Ability to work with homeless people and understanding of mental health issues
- Access to a car and driver's license
- CA State bar license not required
- Excellent organizational and project management skills

Location: Richmond, CA (willingness to travel throughout Contra Costa County)

### **Domestic Violence Restraining Order Representation**

Description: BayLegal operates Domestic Violence Restraining Order Clinics throughout Contra Costa County assisting self-represented domestic violence survivors seeking protective orders, custody, visitation, support and other related orders. Each year, we help over 500 litigants to obtain temporary restraining orders.

While our attorneys have extensive expertise in representation of domestic violence survivors in complex family law and immigration matters, we cannot assist every TRO applicant in court. A significant number of domestic violence survivors must represent themselves in their domestic violence restraining order hearings.

Responsibilities: Attorney will:

- Represent DV Survivors in restraining order hearings and related family law matters (ex custody, visitation, support);
- Conduct community education and outreach;
- Work with pro bono attorneys - assisting with trainings, coordinating case placement and ongoing mentorship and technical assistance.

Qualifications:

- CA State Bar license required
- Expressed interest or experience working with DV survivors and immigrant communities.
- Bilingual in Spanish preferred

Location: Richmond, CA (willingness to travel to and from court)

## **Contra Costa County - Richmond**

### **Domestic Violence Restraining Order Clinic**

Description: A domestic violence (DV) restraining order is a powerful civil order which include orders protecting a DV survivor (and children) and providing means to gain independence to escape the violence. BayLegal coordinates DVRO Clinics throughout Contra Costa County assisting self-represented DV survivors seeking protective orders, custody, visitation support and other related orders.

Responsibilities: Attorney will:

- Assist self-represented litigants prepare pleadings and declarations required to obtain a Restraining Order;
- Assist clients with safety planning, accessing social services and navigating the court system;
- Community outreach and education regarding DV and restraining orders

Qualifications:

- Expressed interest or experience working with DV survivors and immigrant communities.
- Bilingual in Spanish preferred
- Bar License not required

Location: Richmond, CA (willingness to travel throughout county clinic locations)

## **San Francisco**

### **Disability Income Social Security Advocacy Project – San Francisco**

Description and Responsibilities: SSI and SSDI Social Security benefits are for people who are unable to maintain employment due to physical and or mental impairments and who have limited income and resources. Attorneys will have the opportunity to build a case from the ground-up by conducting initial interviews, preparing clients for hearing, writing briefs, and, time allowing, providing full representation to clients at an administrative hearing. Along with direct client representation, the position potentially involves participation in impact litigation, individual District Court appeals, and community outreach and education. Our clients include immigrants, juveniles, seniors and survivors of domestic violence.

Qualifications: Applicants who have an expressed interest or experience working with individuals with mental and/or physical disabilities will be preferred. Bar license not required.

Location: San Francisco, CA

### **Health and Social Services Advocacy and Civil Rights Enforcement**

Description and Responsibilities: The attorney would focus on county social service and health budget issues and civil rights enforcement issues within San Francisco's public social service programs. The current county budget is eliminating funding in Dept of Human Services for positions which had been responsible for civil rights enforcement.

Responsibilities: Under the supervision of San Francisco county Managing attorney and with the Staff Health Access and Public Social Services Attorneys:

- Play a lead role in analyzing state and county public health and social services budget documents and identifying the impact of proposed funding reductions on services for BayLegal client communities;
- Assist with developing and implementing strategies to (1) inform decision makers and client communities about the effects of reduced funding for public health and social service programs and (2) maintain client communities' access to necessary public health and social services;
- Assist with representation of BayLegal clients with problems accessing needed public health and social services, including problems related to civil rights enforcement (conduct client interviews, negotiate with relevant county and state agencies on behalf of clients, represent clients in administrative hearings; assist with new and on-going litigation.)

Qualifications: Bar license not required

Location: San Francisco, CA

## San Francisco

### **Immigration Advocacy for Immigrant Victims of Crime and Violence**

**VAWA Self-Petitions** and **U Visa Non-Immigrant Petitions** are means to immigration relief for Victims of Domestic Violence, Sexual Assault or Other Violent Crimes who are either immediate family members of abusive US Citizens or Legal Permanent Residents OR who cooperate with law enforcement in the investigation and/or prosecution of the crimes perpetrated against them. U Visa Nonimmigrant Status is intended to protect and encourage victims of serious crime to come forward, to report crimes and to cooperate with law enforcement without fear of deportation, to reduce crime in immigrant communities.

Responsibilities: Receive training and perform following responsibilities under supervision of BayLegal's Regional Immigration Coordinator:

- Represent clients in VAWA, U Visa and I-751 cases: Conduct interview clients and witnesses; elicit facts related to the abuse suffered and help prepare client's declaration; collect evidence; prepare immigration forms; and accompany clients to interviews at the immigration office.
- Assist with related Family Law matters: restraining orders, divorce, custody, support

Qualifications: Bilingual in Spanish. Prior experience working with immigrant communities and working on VAWA and/or U Visa cases preferred. State Bar license (CA state not required, but preferred)

Location: San Francisco, CA

## **San Mateo County – Redwood City**

### **Advocacy for Immigrant DV Survivors Seeking Government Benefits**

Description: The purpose of the project is to empower immigrant domestic violence (DV) survivors of by removing barriers to accessing public benefits and thus helping clients to escape their abusive relationships and develop independent self-sufficient lives for themselves and their children. BayLegal has extensive expertise in this area and has been a leader in establishing best practices and ensuring access to essential public benefits throughout the Bay Area and California. Systemic change to the welfare system will be achieved through direct representation of clients and advocacy work with the San Mateo County welfare department, Human Services Agency (“HSA”).

Responsibilities: Under the supervision and mentorship of the San Mateo County office Managing Attorney:

- Represent clients in their public benefits cases, including assisting with initial applications, educating individual caseworks and supervisors, pursuing appeals, obtaining retroactive benefits, and any other actions necessary in individual cases;
- Work with HSA to develop model protocols for working with immigrant DV survivors, including developing employee trainings on working with this population, tools for implementing the Family Violence Option, identifying DV survivors, working with non-English speakers, and working toward cultural competence.
- Participate in local, regional and statewide public benefits, DV, and immigration task forces which including advocates, attorneys, and county employees.

Qualifications:

- Expressed interest and experience working with DV survivors and immigrant communities;
- Bilingual in Spanish preferred
- Bar license not required

Location: Redwood City, CA

## **San Mateo County – Redwood City**

### **Domestic Violence Restraining Order Representation**

**Description:** BayLegal operates a Domestic Violence (DV) Restraining Order Clinic which assists self-represented DV survivors seeking protective orders with custody, visitation, support and other related orders. Additionally, staff attorneys have extensive expertise in advocacy and representation of DV survivors, including providing representation in a complete range of family law and immigration matters. A significant number of DV survivors must represent themselves in their DV restraining order hearings.

**Responsibilities:** Under the supervision of San Mateo County Managing Attorney and in collaboration with Staff Domestic Violence Family Law Attorneys:

- Represent DV Survivors in restraining order hearings and related family law matters (ex custody, visitation, support);
- Conduct community education and outreach;
- Work with pro bono attorneys - assisting with trainings, coordinating case placement and ongoing mentorship and technical assistance.

**Qualifications:**

- CA State Bar license required
- Expressed interest or experience working with DV survivors and immigrant communities.
- Bilingual in Spanish preferred

**Location:** San Mateo County - Redwood City

### **Domestic Violence Restraining Order Clinic**

**Description:** A domestic violence (DV) restraining order is a powerful civil order which include orders protecting a DV survivor (and children) and providing means to gain independence to escape the violence. BayLegal coordinates DVRO Clinics throughout Contra Costa County assisting self-represented DV survivors seeking protective orders, custody, visitation support and other related orders.

**Responsibilities:** Attorney will:

- Assist self-represented litigants prepare pleadings and declarations required to obtain a Restraining Order;
- Assist clients with safety planning, accessing social services and navigating the court system;
- Community outreach and education regarding DV and restraining orders

**Qualifications:**

- Expressed interest or experience working with DV survivors and immigrant communities.
- Bilingual in Spanish preferred
- Bar License not required

**Location:** Redwood City, CA