



## **DIRECTOR OF LEGAL SERVICES**

Children's Legal Services of San Diego, Inc. (CLSSD) is a nonprofit public benefit corporation, which advocates for children and youth who are the subject of abuse and neglect proceedings in the San Diego County juvenile dependency court system. CLSSD is dedicated to high quality, comprehensive legal representation. Our firms are court-appointed to represent both minors and non-minor dependents in Juvenile Dependency Courts in San Diego County. At CLS, diversity, in the fullest sense of the word, which includes not only race and ethnicity, but also gender, sexual orientation, age, lifestyle, and abilities, is valued.

### **PROGRAM DESCRIPTION**

Children's Legal Services of San Diego (CLS) is seeking to hire a Director of Legal Services to oversee CLS legal services and practice to ensure effective and quality representation of CLS clients. This position will oversee legal positions on key issues for direct representation and appellate practice and manage implementation by firms and staff; support multi-disciplinary legal practice by staff investigators and staff attorneys; assist the organization in maintaining a local, regional and national presence in the children's advocacy arena; serve as a member of the organization's executive and leadership teams.

### **JOB DESCRIPTION**

In coordination with the Executive Team, the Director of Legal Services oversees the organization's legal service delivery and compliance with the standards of practice as set out in the Rules of Court, Welfare and Institutions Code, Professional Rules of Conduct, and by the Judicial Council of California.

#### **Research / Policy**

- Implement best legal practices and evidence-based practices to ensure positive impact for the clients and community.
- Provide monthly updates to the staff on policy changes, statutory updates, and relevant case law.
- Research legal questions and provide analysis to executive team or managing attorneys as requested.
- Stay up to date with all court standing orders and rules.
- Serve as policy and research support to the Executive Director.

#### **Legal Program Evaluation**

- In conjunction with operations team and program managers, establish achievable organizational goals and metrics for the organization's legal practices and monitor and evaluate progress.
- Ensure a high standard of quality services by creating an environment of continuous evaluation and improvement.
- In conjunction with Executive Team members and Managing Attorneys, assist in documentation of and implementation of employee objectives including centralized training and orientation on program principals.

#### **Ethics**

- Assess and monitor the organization's ethical policies and protocols including maintenance of the ethical screen and conflict checking.

- Monitor daily primary conflict check and case distribution.
- Monitor and mentor the Managing Attorneys on ethical matters.
- Provide ongoing ethics training for all staff.
- Provide ethics overview and training for onboarding of all employees.

#### Other

- Represent the organization on relevant committees, task forces, or conference panels and trainings, as requested by the Executive Director.
- Become a recognized thought leader.
- Use knowledge of the workings, structure and culture of the organization and the political climate to suggest solutions, solve problems and accomplish goals.
- Oversee and develop an internal communication mechanism to update and inform staff of program developments and victories.
- Lead others to be excited and committed to furthering the organizations objectives; ability to gain others support for ideas, proposals and solutions.

#### QUALIFICATIONS

- Juris Doctor degree is required.
- Active California Bar Membership.
- Child Welfare Legal Specialist preferred.
- 8+ years of experience in the practice of Dependency law, or related areas of law.
- In depth understanding and knowledge of ethical procedures and practice.
- Possess the highest standards of ethical and professional conduct in order to maintain effective professional and cordial relationships with CLS attorneys, staff, management team, and other participants in the dependency court process.
- Demonstrated management experience preferred.
- Demonstrated training experience preferred and ability to determine training and development needs.
- Must have excellent interpersonal skills with the ability to be professional, patient, and understanding when interacting with clients and colleagues.
- Excellent written and oral communication skills, and the ability to articulate information clearly
- Demonstrated ability to analyze complex problems and develop creative solutions.
- Ability to analyze, write, and present ideas and legal concepts clearly and concisely.
- Ability to communicate, and/or desire for continuing education, in a trauma-informed and culturally appropriate manner with persons of diverse backgrounds, including race, ethnicity, SOGIE, socioeconomic status, culture, etc.
- Valid California Driver's License.
- Microsoft Word, Excel, Power Point and JCATS proficiency.

**TO APPLY, PLEASE SEND COVER LETTER AND RESUME TO [JOELLEL@CLSSANDIEGO.ORG](mailto:JOELLEL@CLSSANDIEGO.ORG).**

*Children's Legal Services of San Diego, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, disability, medical condition, age, or gender identity, or any other characteristic protected by law.*