



## FAMILY JUSTICE CENTER

SAFETY | HEALING | COMMUNITY

[cocofamilyjustice.org](http://cocofamilyjustice.org)  
[solanofamilyjustice.org](http://solanofamilyjustice.org)

**Job Title:** Domestic Violence Staff Attorney (Bilingual Preferred)

**FLSA Status:** 1 FTE, Exempt

**Annual Rate Range:** \$90,000 – 95,000

**Location:** Concord, Antioch, and Richmond

**Prepared Date:** 05/30/2024

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The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- domestic violence, sexual assault, child abuse, elder abuse, and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. We meet survivors where they are and help them through the process of healing and self-empowerment. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports the West Center located in Richmond, the Central Center in Concord, East Center in Antioch, and the Solano Center in Fairfield.

### POSITION SUMMARY:

We are accepting applications for one full-time licensed attorney (bilingual Spanish preferred) with a strong commitment to public interest and serving victims of interpersonal violence to become a part of the Legal Services Team. This position will require travel throughout our four Centers. We provide generous fringe benefits, including paid holidays, annual and sick leave, health insurance coverage, dental and vision coverages, and retirement benefits.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide assistance with Domestic Violence Restraining Order applications and supervise and support legal interns who prepare DVRO applications.
- Provide weekly family law consultations in person or virtually.
- Screen clients for other legal issues, such as housing and immigration law needs.
- Represent clients in domestic violence restraining order hearings and family law proceedings.
- Assist with grant reporting and work collaboratively with Family Justice Navigators and other staff.
- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by Supervising Attorney and Executive Director.

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West:  
256 24th Street  
Richmond CA 94804  
(510) 974-7200

Central:  
2151 Salvio Street, STE 201  
Concord, CA 94520  
(925) 521-6366

East:  
3501 Lone Tree Way, STE 4  
Antioch, CA 94509  
(925)281-0970

Solano:  
604 Empire Street  
Fairfield CA 94533  
(707) 784-7635



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### EDUCATION AND EXPERIENCE:

- Member of California Bar in good standing.
- Experience providing direct legal services to low-income clients, especially those who have experienced IPV.
- **Experience in working with victims and survivors of interpersonal violence and trauma.**
- **Minimum one year of litigation experience, preferably in the area of family law.**

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Bilingual Spanish preferred.
- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse, or human trafficking.
- Strong analytical and organizational skills and problem-solving capabilities.
- Ability to travel.
- Excellent communication, writing, and public speaking skills.
- Teamwork and interpersonal flexibility.
- Microsoft Word, Excel, and Google features proficiency.

### APPLICATION PROCESS:

To apply to this position, please submit a **cover letter and resume** to: [Jenna@cocofamilyjustice.org](mailto:Jenna@cocofamilyjustice.org). Please explain in your cover letter: (a) why you are interested in this position; and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.**

We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.