



Root & Rebound Seeks Reentry Hotline & Direct Services Staff Attorney

Focused on the Transition from Incarceration into Community

About Root & Rebound (R&R): Root & Rebound's mission is to restore power and resources to the families and communities most harmed by mass incarceration through legal advocacy, public education, policy reform and litigation— a model rooted in the needs and expertise of people who are directly impacted. You can learn more about our work in our [2021 Annual Report](#).

Employment Status: This is a full-time, exempt role, reporting to the Regional Director of Northern California Programs.

Commitment: Full-time position, starting June, 2022.

Location: R&R's home office is based in Oakland, CA; hybrid office-remote work environment until further notice.

About the Reentry Hotline and Direct Services Attorney Position:

R&R seeks a Staff Attorney to provide reentry legal support, primarily to those who receive intake through R&R's remote reentry legal hotline. Clients will include those leaving prison statewide and who are most vulnerable after release needing strong and time-sensitive support.

The reentry hotline operates almost every Friday of the year and is R&R's largest intake valve, serving well over one thousand justice-impacted people each year and speaking to hundreds of people each week in all stages of their reentry journeys. Attorneys in this role will work with a wide variety of people across the entire state, to meet their reentry goals, and overcome legal barriers in rebuilding their lives, often intervening while people are in crisis situations, to come to a successful resolution.

In this role, the Attorney will serve as "attorney of the day" for non-hotline days; carry a caseload of ongoing clients with a wide variety of reentry legal needs; staff and coordinate the day-to-day operations of R&R's Friday reentry legal hotline; and recruit, train, and supervise law student volunteers on the hotline.

Responsibilities & Duties: The Reentry Hotline & Direct Services Attorney's responsibilities & duties include, but are not limited to, the following:

Direct Legal Services:

- Act as "Attorney of the Day" for up to 16 hours per week, taking urgent calls from people across the state who call in on non-hotline days.
- Conduct holistic legal intakes, through R&R's Friday reentry legal hotline, to assess for a client's reentry legal needs and develop an appropriate legal services plan;
- Carry and independently manage a client caseload of approximately 40 clients at a time; and
- Maintain necessary records for grant proposals, reports, and audits.



Hotline Program Management & Systems Change:

- Facilitate and ensure hotline is adequately staffed each week;
- Recruit, Train, On-board, Supervise, Support, and Off-board legal volunteers to support the hotline program, including ongoing relationships as well as expanding; ;
- Collaborate with other members of the legal team to provide training and oversight to the hotline legal team (including volunteers and clerks) to ensure consistent, high quality and timely services for all callers, regardless of who answers the call;
- Elevate the barriers faced by our clients in reentry to create structural and policy change that advances second chance opportunities and social justice;
- In collaboration with the R&R policy team, and as capacity allows, push for policy reform on issues affecting our clients, including speaking with media or congressional representatives, or participating in communications campaigns.
- Support public relations, development, communications, and storytelling projects; Seek and elevate potential new funding opportunities; and
- Lead drafting and submission of grant progress reports related to hotline funding and hotline client outcomes.

Qualifications: The ideal candidate has the following qualifications:

- Licensed attorney, and in good standing, in California.
- At least 2 years of experience practicing, preferably in public interest law.
- Ability to manage a demanding case load;
- Ability to organize time, manage diverse activities, and meet critical deadlines while maintaining a firm grasp of individual project and/or case details.
- Ability to communicate openly and work effectively with diverse individuals, organizations, and communities including people of color, immigrants, non-English speakers, people with mental disabilities, law students, service providers, government employees, community partners, and elected officials;
- Demonstrated dedication to social, racial, and economic justice;
- Curious and self-directed with an ability to anticipate what needs to be done.

Preferred Qualifications:

- Proficiency in Spanish strongly preferred;
- Formerly incarcerated and/or system-involved individuals strongly encouraged to apply;
- Experience working with system-impacted individuals.

Compensation & Benefits: The Hotline Staff Attorney role is a full-time, exempt position, with a competitive salary commensurate with experience. Employment benefits at R&R include:

- Medical, vision and dental care;
- Employer-sponsored 403(b) retirement plan;
- Internal and external professional development opportunities;



- Three (3) weeks of paid time off per year, plus holiday closures, which includes additional office closure around the December holidays and seven (7) federal holidays, Juneteenth, and Indigenous Peoples' Day;
- Four (4) hours of Activism Time each month for employees to engage in social justice activities of their choosing, pending supervisor approval; and
- Sabbatical Program for eligible employees after five (5) years of service.

Application Instructions: To apply for this position, please send a resume, cover letter, a legal writing sample of no more than 10 pages where you were the primary author, and at least three references with contact information in an email directed to Eva DeLair at edelair@rootandrebound.org with "Hotline Attorney Application" in the subject line. Resumes without a cover letter, writing samples, and references will not be reviewed.

Applications preferred by May 1 but will be accepted on a rolling basis until the position is filled. No phone calls, please.

Root & Rebound is an equal opportunity employer and strongly encourages applications from all qualified individuals including formerly incarcerated and/or system-involved individuals, people of color, persons with disabilities, ethnic and religious minorities, women, and lesbian, gay, bisexual, transgender, and gender variant individuals. Individuals with lived experience with the criminal justice system are strongly encouraged to apply.