



Legal Support 1 Housing Stability Project

Location: Sacramento, Fresno, Oakland, Ontario, Los Angeles or San Diego (HYBRID SCHEDULE-home/office)

Individuals who are Deaf or Disabled are encouraged to apply.

SALARY RANGE (Depending on Experience): \$22.71 – \$33.23 hourly

We base salary and position offers on experience and an internal equity analysis.

EXCELLENT BENEFITS including 8% 401k Match, a language differential up to \$250/mo. Public Service Loan Forgiveness (PSLF) - eligible employment.

Application Deadline: *Open until filled.* Applications should be received by September 13, 2022 to be considered for the first round of interview.

WHO WE ARE

Disability Rights California (DRC) is the Protection & Advocacy (P&A) system for the state of California. DRC defends, advances, and strengthens the rights and opportunities of people with disabilities. DRC works for a world where all disabled people have power and are treated with dignity and respect. In this world, people with disabilities are supported, valued, included in their communities, afforded the same opportunities as people without disabilities, and make their own decisions.

DRC values all forms of human diversity. We are committed to a culture of belonging where all people are welcome. In order to be effective advocates for all people with disabilities, we must address discrimination in all its forms, including the unique challenges faced by people who experience the intersection of multiple systems of discrimination.

Housing Stability Project

DRC is seeking a Legal Support 1 to join our growing Housing Stability Project (“HSP”) team. DRC launched HSP in October 2021 to respond to the anticipated influx of evictions driven by the COVID-19 pandemic. Our aim is to prevent the displacement of persons with disabilities, particularly those in low-income communities and communities of color, and empower individuals to advocate for their rights as tenants.

HSP operates primarily on a pro per telephone clinic model to assist people with disabilities throughout California on issues impacting their housing. Select cases receive representation for negotiations or at administrative or judicial hearings to preserve income or housing. We also work with unhoused people to identify needed services and overcome accessibility barriers.

HSP works in accordance with community lawyering principles: we take a cross-disciplinary approach to helping clients overcome barriers to housing stability, and we are pioneering the integration of social workers as part of the legal team at DRC. In addition to direct work with clients, we are adopting a multi-pronged approach by providing Know-Your-Rights training, workshops, advocating with government agencies and housing providers to improve access, and forming strategic partnerships with other service providers (including local legal aids) and community groups to leverage our resources and maximize the number of people we can assist.

We are a diverse and collaborative team that values flexibility, adaptability, and innovation in a legal landscape that has been significantly changed by the pandemic.

PURPOSE OF THE JOB

The Legal Support 1 enhances the effectiveness of legal advocacy staff by providing administrative and legal secretarial support and technical tasks. This position will directly support the HSP leadership team and collaborate with other Support positions to assist with day-to-day running of the team. This position will be responsible for a high-volume organization in a fast-paced environment.

The Project is staffed by two Supervising Attorneys, four Staff Attorneys, three Advocates, the Social Services Manager, and three Social Workers.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or general education degree (GED); plus one-year legal secretarial experience; or two years of other administrative experience including word processing; Plus:

- Proficient using Microsoft Office Suite, Office 365, including Teams, Word, Outlook, and Excel
- Familiarity with Court Rules and Regulations.

PREFERRED QUALIFICATIONS

- Fluent in Spanish, Chinese, Tagalog, Vietnamese, Korean, and/or American Sign Language
- Two or more years of legal secretarial experience.



- Experience using database applications, web-based applications, or work-flow systems.
- Experience using Microsoft Office suite programs, including Access, PowerPoint, or Publisher.
- Experience working with nonprofit and/or social service agencies.
- Contacts with disability organizations and/or within disability communities.
- Contacts with multi-ethnic organizations and/or within multi-ethnic communities.
- Familiarity and/or extensive contacts with one or more of the following: homelessness, criminal justice, substance abuse, or Lesbian/Gay/Bisexual/Transgender communities.
- Life experience as a person with a disability OR direct experience as a caregiver of a family member with a disability.

Working at DRC is more than just a job - it is a rare opportunity to do what you are good at while making a difference! DRC offers competitive salaries and a generous benefit package. To view the detailed job description and complete the application process [here](#).