

ORGANIZATION

Disability Rights Legal Center (DRLC) is the nation's oldest cross-disability rights advocacy organization. Our mission is to champion the rights of people with disabilities through education, advocacy, and litigation. DRLC provides free legal assistance to people with disabilities experiencing discrimination in violation of their civil rights, bringing high impact, high visibility cases in state and federal courts to protect and to expand the rights of our client community. DRLC's often cutting-edge cases raise public awareness and ensure people with disabilities participate fully in society throughout their lives.

DRLC's Cancer Legal Resource Center (CLRC) was founded in 1997 to address the legal issues faced by people with cancer, unique in the larger disability community, and is committed to providing information and resources about cancer-related legal issues to members of the cancer community across the nation. CLRC was the first national dedicated center for patients, survivors, caregivers, and health care professionals to access confidential cancer-related legal information and resources at no cost. Since its founding, CLRC has made legal information readily available for all extended cancer populations, ensuring that underserved communities are able to gain access to information and resources that otherwise may be out of reach.

Under the supervision of the CLRC Director the CLRC Staff Attorney will help people living with cancer understand and navigate a complex array of state and federal laws and programs, including laws pertaining to employment, health care, government benefits, debt, estate planning, and end of life care planning. The ideal candidate will have a demonstrated commitment to public interest, experience working with vulnerable populations, superior academic credentials, and a desire to help people in crises.

STAFF ATTORNEY JOB RESPONSIBILITIES

- Work with CLRC team to operate CLRC's national Telephone Assistance Line, conducting intakes with callers, researching legal questions/concerns, and providing information, education, resources, and referrals in a timely manner.
- Coordinate and conduct Know Your Rights trainings and outreach presentations/webinars on cancer-related legal issues to a variety of audiences including cancer patients and survivors, caregivers, health care professionals, and legal professionals.
- Develop written training materials and publications on cancer-related legal issues.
- Train, supervise, and work with law students and volunteers.

- Work with CLRC team to review caller files for possible brief service intervention.
- Participate in collaborative efforts and coalitions within the cancer, health, and legal communities, attending meetings, phone calls, conferences, and outreach events.
- Participate in DRLC's policy advocacy efforts.
- Establish new community relationships and maintain existing relationships with partner organizations.
- Prepare reports, correspondence, and other documents as needed.
- Participate in organizational planning and development to better serve the cancer community.
- Participate in a supportive, collaborative work culture that allows for creative, thoughtful, high-quality, and effective interdisciplinary advocacy.
- Perform other duties as assigned to further the mission of the DRLC.

Note: Some California travel is required, primarily local within Southern California, but may also include CLRC out-of-state conferences and events.

EDUCATION & EXPERIENCE

- J.D. or L.L.M. degree from an accredited law school and active membership in the California State Bar, or ability to obtain admission.
- 1-4+ years of experience, preferably in disability rights or civil rights practice.

PREFERRED KNOWLEDGE & SKILLS

- Excellent research, written, and verbal communication skills; flexibility, and good humor.
- Excellent legal, organizational, and time-management skills and ability to work in a fast-paced environment.
- Excellent judgment, calm demeanor even under pressure, strong work ethic, resourceful, and able to maintain confidentiality.
- Decisive, with ability to exercise independent judgment.
- Proven ability to develop and maintain positive team environment and support staff morale and resilience.
- Ability to mentor, train and provide career path guidance to clerks and volunteers.
- Ability to work collaboratively in a team environment and to initiate and follow through on work independently.
- Ability to adapt to changing priorities.
- Ability to meet deadlines and perform multiple tasks while maintaining attention to detail.

- Excellent program evaluation and project management skills.
- Ability to lead projects, provide supervision, build strong relationships, and work well with others.
- Demonstrated commitment to advancing the rights of people with disabilities.
- Knowledge of a second language a plus, with Spanish language skills preferred.
- Commitment to public service and social justice; positive attitude; client centered approach to lawyering.

SALARY AND BENEFITS:

The anticipated salary for this position is \$70,000-91,000 annually, commensurate with experience.

Benefits offered include:

- Employee medical insurance HMO or PPO plan 100% employer-paid.
- Employee dental and vision insurance 100% employer paid.
- Employee life & long-term disability insurance 100% employer paid.
- Vacation Days: 15 days per year, 20 days per year beginning the 3rd year of employment, accrued every pay period.
- Health & Wellness (sick) leave: 12 days per year.
- 15 days paid holidays, including Winter Break the last week of the year.
- Job-related professional development fees (including annual state bar dues and professional memberships).

Employees with federal student loan debt may be eligible to apply for Public Service Loan Forgiveness through the Department of Education. For more information, go to <https://myfedloan.org/borrowers/special-programs/pslf>.

TO APPLY:

Location: **Remote/Hybrid - Work must be performed in Southern California.**

FLSA: Exempt

Type: Full-time

Must be legally able to work in the United States and maintain proper work authorization throughout employment.

Applications must include resume, cover letter, and writing sample. Submit your complete application to Anabel Prudencio, Director of Administration at AP@thedrlc.org include "CLRC Staff Attorney" in the subject line. Incomplete applications will not be

considered. Applications will be accepted until the position is filled. No phone calls, please. Only those applicants who are selected for an interview will receive a response.

Introductory period – A six-month introductory period will be required.

EQUAL OPPORTUNITY EMPLOYER:

DRLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

DRLC strives for a diverse workplace. Persons with disabilities or from other historically underrepresented or disadvantaged communities are strongly encouraged to apply. We believe that a diversity of experiences, opinions, and backgrounds is fundamental to achieving our mission.