

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.

The Staff Attorney, under the supervision of the DRLC Executive Director and the CLRC Co-Directors, will be responsible for the following:

- Work with CLRC staff 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 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 staff 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 maintaining 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;
- Perform other duties as assigned to further the mission of the DRLC.

Note: Occasional travel required, both local and out of state.

Required:

- J.D. degree
- Active California State membership OR temporary eligibility to practice law as a registered legal services attorney pursuant to Cal. Rule of Court 964 with the intention of taking the California Bar within a year.
- 1-4 years of experience in the practice of public interest law.
- Superior academic credentials.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.

- Exceptionally organized, conscientious, self-motivated, with good analytical skills.
- Ability to exercise tact and sensitivity when speaking to people affected by cancer in medical, emotional, and financial crises.
- Ability to explain complicated legal issues to a non-legal audience
- Ability to recognize underlying issues and unspoken concerns.
- Ability to work collaboratively with colleagues and external partners;
- Excellent project management skills;
- Ability to work independently, multi-task, and thrive in fast-paced environment.
- Computer literacy familiarity with PC, Windows, Microsoft Office: Word, PowerPoint, Excel, and legal research databases such as Lexis and Westlaw.
- Must have access to transportation and a valid California ID.
- Flexibility for occasional weekend and evening work.

Application Process:

- **Email cover letter and resume to EA@drlcenter.org**
- Academic transcript optional
- Writing sample optional

Salary & Benefits:

- Salary \$50,000-60,000/year (depending on experience)
- Benefits include: health, dental, vision, life, and long term disability, professional dues and memberships, vacation and sick leave

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.

DRLC strives for a diverse workplace. Persons with disabilities or from other historically underrepresented or disadvantaged communities are strongly encouraged to apply.