



Job Title	Domestic Violence Staff Attorney (Bilingual Preferred)	Department	Legal Systems Advocacy
FLSA Status	Salary, Exempt	Reports to	Director of Emergency Services & Systems Advocacy
Classification	Full Time (40 hours per week)	Start Date	Immediate
Location	San Rafael, CA (On-site) with Remote/Hybrid flexibility	Schedule/Hours	Monday–Friday, 9:00 a.m.–5:00 p.m., with occasional evenings or weekends for court, clinics, and outreach as needed
Pay	\$90,000 - \$100,000 annually	Benefits Eligibility	Medical, dental, vision, paid vacation and sick leave, and retirement benefits

ABOUT CENTER FOR DOMESTIC PEACE: CENTER FOR DOMESTIC PEACE is a non-profit organization, founded in 1977, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and/or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and/or battering. C4DP’s programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelter; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification

POSITION OVERVIEW: The Staff Attorney is a core member of the Legal Systems Advocacy Program (LSAP), providing **survivor-centered, trauma-informed civil legal services**—primarily Domestic Violence Restraining Orders (DVROs) and related family-law remedies—and collaborating across systems to reduce barriers to safety and justice. This position **reports to the Director of Emergency Services & Systems Advocacy** and works **in close partnership with the Legal Services Manager**, who supervises the non-attorney **Legal Systems Advocates**. The Staff Attorney plays a critical role in strengthening LSAP’s service quality by working alongside Advocates, legal interns, pro bono partners, community organizations, and courts to deliver high-quality, legally sound, and trauma-informed support that advances survivor safety and empowerment in Marin County.

PRIMARY JOB RESPONSIBILITIES:

These are the core functions of the job. **Additional duties may be assigned as needed.**

Direct Client Services & Representation

- Provide limited-scope and full-scope civil representation for survivors in **DVRO** matters and related family-law proceedings (e.g., custody/visitation, child/spousal support, property, and move-out orders).

- Offer weekly legal consultations (in-person or virtual), including eligibility screening, safety planning in partnership with advocates, and pro-se assistance (form preparation, ghost-writing, and coaching).
- Screen for additional legal needs (e.g., housing rights, immigration relief such as VAWA self-petition, U visas, T visas), and coordinate referrals.

Advocate Support & Quality Assurance

- Provide ongoing legal guidance, technical assistance, and case-specific consultation to LSAP Advocates to strengthen the quality and accuracy of survivor-filed pro se DVRO petitions.
- Review draft filings prepared in collaboration with Advocates and offer corrective feedback to reduce technical errors, increase completeness, and improve the likelihood of restraining orders being granted in Marin County courts.
- Work with Legal Systems Manager to develop clear workflows, checklists, and reference guides to support Advocates in issue-spotting, evidence-gathering, drafting declarations, and preparing survivors for hearings.
- Collaborate with Advocates to identify recurring barriers or court-feedback trends and implement system-level improvements to enhance overall program effectiveness and survivor outcomes.
- Support a culture of continuous learning by providing case reviews, micro-trainings, and debriefs that strengthen Advocate legal-literacy skills and align practice with trauma-informed and equity-centered standards.

CFS (Child & Family Services) Support & Guidance

- Provide legal guidance, technical consultation, and case-specific support to the Director of Emergency Services & Systems Advocacy and LSAP Advocates on CFS-involved cases, helping staff understand CFS processes and their intersections with DVRO, safety planning, and survivor needs.
- Assist advocates in interpreting CFS case documentation, identifying legal considerations, and preparing survivors for interactions with CFS workers, case conferences, or court-related requirements.
- Support the development of trauma-informed strategies that help survivors navigate CFS inquiries or investigations without assuming primary responsibility for dependency or juvenile court representation.
- Offer ongoing training and resources to strengthen staff confidence when supporting survivors whose DV cases involve or trigger CFS involvement.

Criminal-System Advocacy (Limited Scope)

- Support the Director of Emergency Services & Systems Advocacy in criminal-system–related work by providing legal guidance, case-specific consultation, and technical support as needed.
- Participate in the Coordinated Community Response Network to coordinate safety or information-sharing efforts with law enforcement or prosecutors **only in a supportive capacity**, ensuring alignment with the Director’s lead role.

Community Clinics, Education & Systems Engagement

- Staff legal clinics; conduct community outreach and know-your-rights presentations with partners; contribute to collaborative efforts addressing systemic barriers across civil and criminal systems.

Pro Bono & Intern Program Support

- Recruit, train, and supervise pro bono attorneys, legal volunteers, and interns to expand service capacity; develop training materials and workflows that ensure quality and ethical compliance.

Data, Compliance & Reporting

- Maintain timely and accurate case files and legal databases; collect and report service statistics and outcomes for grants and internal dashboards; support grant application inputs as needed.

Professional Practice

- Maintain high standards of trauma-informed, survivor-centered, culturally responsive, and race-equity-oriented practice; remain current on relevant statutes, case law, local rules, and best practices; complete required trainings and continuing legal education (CLE).

Other

- Perform additional duties and special projects assigned to meet program and organizational needs.

DESIRED QUALIFICATIONS:

- **Active membership in the California State Bar** in good standing.
- **1+ years** of litigation or courtroom experience (family law preferred).
- Demonstrated experience providing direct legal services to survivors of domestic violence or other gender-based violence.
- Knowledge of domestic violence dynamics (including coercive control), sexual assault, stalking, child and elder abuse, and related safety planning.
- Strong legal research, analytical writing, and oral advocacy skills; ability to manage competing deadlines and a high-volume docket with professionalism and care.
- Demonstrated cultural humility and effectiveness working with diverse communities, including immigrants, LGBTQIA+ survivors, people with disabilities, and people with limited English proficiency, using trauma-informed and anti-oppression frameworks.
- Collaborative mindset with the ability to work in multidisciplinary teams (advocates, therapists, housing staff, law enforcement, courts).
- Technological proficiency: Microsoft 365, Google Workspace, Sales Force, and legal/case-management databases (e.g., Legal Server or similar).
- **Bilingual Spanish** strongly preferred (oral and written).

Preferred:

- **2–5 years** of family-law practice, including restraining orders and related motions calendars.
- Experience supervising or mentoring interns, volunteers, or pro bono attorneys.
- Experience with immigration protections for survivors (VAWA, U/T visas) and/or housing law intersections.

JOB REQUIREMENTS

- Ability to travel within Marin County for court, clinics, outreach, and partnerships; valid driver's license, reliable transportation, and appropriate insurance as needed.
- Commitment to maintain MCLE compliance; willingness to attend trainings aligned to role responsibilities.
- Completion of California's **40-hour domestic violence counselor training** (or completion within a reasonable time after hire), as applicable to role and program protocols.
- Compliance with C4DP confidentiality, ethics, and data-security policies and all grant/contract requirements.

PHYSICAL REQUIREMENTS

- Ability to lift up to **30 pounds** occasionally.
- Ability to move within an office environment, climb stairs, sit for extended periods, and use a computer/keyboard for prolonged work.
- Ability to communicate continuously by speech and hearing and to maintain required visual acuity for detailed legal work.
- This position may require occasional evening or weekend work to meet client/court/outreach needs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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To apply:

Email a cover letter and résumé directly to Alexandra Barreneche at abarreneche@c4dp.org

Center for Domestic Peace is an equal opportunity employer, committed to the principles of non-discrimination and equal opportunity in employment and in the delivery of services. C4DP commits to ensuring that the work environment of its employees and volunteers are free from all forms of discrimination, harassment, and retaliation based on Age (40 and over), Ancestry, Color, Religious creed (including religious dress and grooming practices), Denial of FMLA, Disability (mental and physical including HIV and AIDS), Marital status, Medical condition, Genetic information, Military and veteran status, National origin, Race, Sex/gender (includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy), Gender identity/gender expression, and Sexual orientation. We strongly encourage applications from people with lived experience of domestic violence and from historically underrepresented communities.