



CAREGIVER SERVICES DIRECTING ATTORNEY

CLASSIFICATION: Management (Non-Union)	SALARY: DOE/DOQ
DEPARTMENT: Legal	FLSA STATUS: Exempt
REPORTS TO: VP, Legal	APPLICATION DEADLINE: UNTIL FILLED

Bet Tzedek’s Caregiver team has, for years, served as the only team of attorneys in Los Angeles County dedicated to the protection of dependent adults and seniors through the use of legal processes such as Probate Conservatorship, Advance Planning, and alternative legal tools. This ground-breaking team has pioneered efforts such as collaborating with special education schools, providing wrap-around services to parents of older adult children living with developmental disabilities, assisting caregivers of individuals living with Alzheimer’s, dementia, and traumatic brain injury, and the development of the award-winning and nationally recognized Self-Help Conservatorship Clinic. Bet Tzedek seeks an ambitious, collaborative, and creative attorney to lead this team of dedicated advocates.

ESSENTIAL DUTIES:

- Work closely with CEO, VP Legal, and program staff to develop and implement all aspects of the program.
- Supervise intake, case management, and client representation by staff attorneys and support staff, including reviewing legal work, conducting case reviews, and making case assignments.
- Work closely with CEO, VP Legal, and Development Staff to identify, pursue and fulfill funding opportunities and reporting responsibilities.
- Manage and develop relationships with external stakeholders, including community service providers, governmental agencies, policymakers, and legal service providers.
- Work closely with the pro bono department to facilitate volunteer involvement and the placement of matters with volunteer attorneys.
- Represent Bet Tzedek on local and statewide bar and other legal committees, as appropriate.

QUALIFICATIONS:

- Active member of California State Bar in good standing (required).
- Minimum of five years related experience/practice of law (strongly preferred). At least one year of poverty law experience is strongly preferred.
- Mastery of caregiver issues, including but not limited to Probate Conservatorship and Advance Planning issues.
- Spanish-language proficiency (preferred).
- Demonstrate an understanding and commitment to Bet Tzedek’s mission of equal justice for all and Bet Tzedek’s core values of leadership, community-based advocacy, and innovation.

HOW TO APPLY:

Email **letter of interest** and resume to resume@bettzedek.org, subject line “Caregiver.”

To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.