ATTORNEY, GUARDIANSHIP PROGRAM MANAGER

POSITION SUMMARY

The Alliance for Children’s Rights is seeking a dedicated Guardianship Program Manager. The Program Manager will assist caregivers in establishing probate legal guardianship and securing Special Immigrant Juvenile Status (SIJS) and other services in order to provide for children whose parents are unable to care for them. This Program Manager position is a wonderful opportunity for a well-qualified candidate to help establish permanency and secure the benefits and services that these children need to thrive.

ABOUT THE ALLIANCE

The Alliance for Children’s Rights protects the rights of impoverished, abused and neglected children and youth, by providing free legal and social services and promoting systemic solutions. Our lawyers, advocates and social workers, together with hundreds of pro bono attorneys and community volunteers, ensure that children have stable homes and families, and can access the healthcare, education, and financial supports that they need. We also help transition-age youth achieve independence and work statewide to improve child welfare practices and policies in order to remove the many barriers our clients face. Since its founding 27 years ago, the Alliance has helped more than 150,000 children.

Charity Navigator has awarded the Alliance its highest 4-star rating for the past nine years in a row. This puts the Alliance in the top 2% of charities in the U.S. rated by Charity Navigator. The 4-star rating reflects the Alliance’s sound fiscal management and commitment to accountability and transparency.

The Alliance is well known in the child welfare community for its knowledge, expertise, and accomplishments. Alliance staff members find that being a voice for children who often have no voice, and otherwise could be forgotten, is incredibly rewarding.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Interview, screen, and assist clients in need of probate guardianships and/or SIJS at the Alliance and at designated sites in the community.
- Prepare relevant pleadings and provide direct representation as needed in probate court.
- Prepare case summaries and files for pro bono attorney placement.
- Train, supervise, and provide technical assistance to student intern and to pro bono attorneys and firms.
- Assist in grant writing and reports.
- Maintain and develop program materials in English and Spanish for clients, pro bono attorneys and the community at large.
- Conduct community outreach and trainings.
- Identify other resources and support services for the caregiver and child, such as financial assistance, healthcare and education.
- Work with Alliance's policy team to identify systemic issues impacting this population.
- Complete additional administrative duties including data entry and filing.

REQUIRED EXPERIENCE & ABILITIES

- CA bar admission plus five years practice.
- Fluency in Spanish preferred.
- Excellent writing and oral communication skills.
- Strong interpersonal skills - ability to communicate effectively with clients, attorneys, child welfare agencies, the judiciary, and the public.
- Excellent organizational skills, desire to help other and a self-starter.
- Must have ability to work independently and handle multiple tasks simultaneously in a fast-paced environment.
- Supervisory experience preferred.
- Experience with Juvenile dependency preferred.
- Immigration experience preferred (e.g. SIJS, Asylum).

_The Alliance for Children’s Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, gender, national origin, ancestry, age, disability, or marital status._

_The above statements are of a general nature and are intended to describe level of work being performed by people assigned to comparable positions. It is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified. The Alliance for Children's Rights offers a competitive salary and a generous benefits package. For more information about the Alliance visit http://kids-alliance.org._

TO APPLY

To be considered, please submit a resume and a cover letter that outlines your interest in joining the Alliance, relevant work experience, and how you heard of the position to Ashley Zometa at a.zometa@kids-alliance.org (e-mail submissions only/no phone inquiries). Responses will be sent only to individuals meeting the stated qualifications of the position.