



HARRIETT BUHAI
CENTER FOR
FAMILY LAW

Our Mission:

We protect victims of domestic violence and improve the well-being of children living in poverty. With the help of volunteers, the Center provides free family law assistance and legal education to the poor. We strive to empower people in need and assure them meaningful access to the courts.

Our Vision:

We aspire to create a community where poverty is not a barrier to those who seek to resolve critical family law matters.

About the Center:

Founded in 1982, the Harriett Buhai Center for Family Law is one of the most innovative legal programs in the nation designed specifically for low income families in turmoil. The focus of the Center's efforts is on legal problems involving custody, visitation, support of children, domestic violence, and establishing parentage.

Job Announcement **Client Assistant**

General Position Description:

The Harriett Buhai Center for Family Law seeks Client Assistant who is hardworking, detail oriented, able to handle multiple tasks, has strong communication skills (both in English and in Spanish) and is able to work with a diverse group of people.

The Client Assistant will work closely with the Center's clients and engage in a wide range of job functions related to screening prospective clients and maintaining the Center's family law case files. The Client Assistant will regularly answer and screen prospective clients during New Client Phones. If appropriate the Client Assistant will schedule the prospective client with an appointment. When the prospective client comes for their first appointment the Client Assistant will be responsible for completing an intake and verifying that the prospective client meets the Center's eligibility guidelines. The Client Assistant will make reminder calls to clients and be responsible for listening to and distributing phone messages from clients. In addition this position will provide assistance to an instructor in an incarcerated setting with female inmates. The Client Assistant must be able to travel to all parts of the County of Los Angeles to the Center's outreach sites. Strong computer skills preferred. Understanding of public benefits preferred.

Requirements:

- Bachelor's degree or Paralegal Certification from an accredited school.
- Fluent in English and Spanish (both oral and written)
- Valid CA driver's license, car and proof of adequate motor vehicle insurance.
- Must be able to successfully pass a criminal background check.
- Willingness to regularly work in a locked incarcerated facility.

Compensation:

Salary commensurate with experience. Benefits package includes health, dental, vision and long term disability insurance. EOE.

How to Apply:

Candidates meeting these qualifications should apply to jobs@hbcfl.org with a cover letter and resume. Please, no phone inquiries.

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