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## **JOB ANNOUNCEMENT**

### **Adoption Intake/Guardianship Clinic Coordinator Children's Rights Project**

#### **ORGANIZATIONAL BACKGROUND**

Public Counsel is the largest *pro bono* public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children's Rights, Community Development, Consumer Rights, Homelessness Prevention, Immigrants' Rights, Veterans' Rights, the Audrey Irmas Project for Women & Girls' Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of over 130. We seek to have a racially inclusive staff.

Public Counsel's Children's Rights Project (CRP) serves children and their caregivers on a variety of legal issues, including education, probate legal guardianship, public benefits, and adoption. Both the Adoption and the Guardianship teams are part of the larger Children's Rights Project.

Public Counsel's Guardianship Project operates a free legal clinic at the Stanley Mosk courthouse three days each week. The clinic assists up to 40 *pro per* litigants each day. Litigants come to our clinic to seek assistance with initial guardianship petitions and petitions for visitation or to terminate already established guardianships. The team also supports families involved in guardianships with referrals to social services.

Public Counsel's Adoptions Project assists caregivers adopting children from the Los Angeles County foster care system. In addition to finalizing the adoption, Public Counsel helps families adopting children with special needs access services and public benefits, including health and mental health care, Adoption Assistance and Foster Care benefits, Social Security Benefits, regional center services, and Medi-Cal.

#### **JOB SUMMARY**

Public Counsel is seeking an Adoption Intake /Guardianship Clinic Coordinator. In addition to providing general administrative support to both the adoption and guardianship teams, the Coordinator will conduct intake interviews with adopting parents and prepare guardianship pleadings for litigants at the courthouse guardianship clinic. This is a full time position, with

time split equally between the Guardianship Project and Adoptions Project. Generally, the Coordinator will spend two days per week at the Guardianship Clinic at the Stanley Mosk Courthouse in downtown Los Angeles, and the other three days at Public Counsel's main office in Koreatown.

The position has the following responsibilities:

- Conduct issue-screening intake interviews with adopting parents by phone. Draft case summary memos, including a case advocacy plan for pro bono attorneys.
- Assist pro per litigants at the courthouse guardianship clinic to complete legal documents.
- Open new matters for clients, conduct conflict checks, and create client database entries and hard copies of files.
- Other duties as assigned.

## **ESSENTIAL JOB SKILLS AND ABILITIES**

Candidate must be a team player who possesses the following:

- Excellent oral and written communication skills;
- Strong interpersonal and organizational skills. Ability to work in a fast-paced environment balancing multiple tasks;
- Detail oriented;
- Strong computer skills: familiarity with Word, Outlook, Excel, Adobe Pro,
- Competence in and dedication to working with people of diverse cultural, geographic, and economic backgrounds including individuals with a history of trauma.

The following skills or abilities are strongly preferred:

- Spanish language proficiency;
- Experience conducting client interviews;
- Familiarity with case management software/database systems and legal form software;
- Experience working with children and families and/or public benefits;
- B.A degree or work experience.

## **START DATE AND COMPENSATION**

This position is available immediately. The Adoption Intake/Guardianship Clinic Coordinator is a full-time, non-exempt position. Salary is commensurate with experience. Excellent benefits.

## **APPLICATION DEADLINE**

Continuous until position is filled.

## **TO APPLY**

Please e-mail a cover letter and resume to:  
Karen Ullman, Supervising Senior Staff Attorney  
Children's Rights Project – Adoptions Project  
Public Counsel

610 S. Ardmore Avenue

Los Angeles, CA 90005

Fax: 213/201-4755

Email: [pcpost1@publiccounsel.org](mailto:pcpost1@publiccounsel.org)

*No phone calls please.*

*Public Counsel is an Equal Opportunity Employer*

*All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, gender identity or sexual orientation, in accordance with requirements of Federal and State laws.*

*All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*