



MOSAIC
FAMILY SERVICES

Position: Family Law Staff Attorney
Program: Multicultural Legal Services Program
Supervisor: Legal Program Director
Location: Dallas, TX 75243
Hours: Monday-Friday, 9:00 AM-5:00 PM
Type: Full-time, 40+/week
Classification: Exempt
Funding Status: Grant-funded position
Union Status: This position operates within a unionized environment and supports employees covered by a collective bargaining agreement (CBA). This position itself is represented and required to adhere to the terms, conditions, and procedures outlined in the applicable collective bargaining agreement.

Job Summary

Mosaic Family Services' Multicultural Legal Services Program provides trauma-informed/responsive, survivor-centered, and culturally responsive civil legal representation to Mosaic clients who are survivors of family violence and human trafficking. The primary legal services provided are Family Law (Divorce, Custody Litigations, Child Support, Protective Orders), Immigration (VAWA, T-Visa, U-Visa), and Victim Rights representation. The Staff Attorney will provide consultation, brief advice and services, and full representation to survivors. This position will also work collaboratively with Case Management, Counseling, Shelter, Housing, and community partners to ensure a holistic approach and best outcomes for survivors. The ideal candidate will be compassionate, innovative, and a team player, and should display competency and sensitivity in representing clients that have low-income and/or other barriers and challenges.

This position is primarily government grant-funded and dependent on government funding availability and awards for each agency fiscal year. The Multicultural Legal Services Program is currently funded by multi-year federal grants.

Essential Functions and Responsibilities

- Provides direct family law to survivors, including pleadings, briefs, applications, renewals, and appeals.
- Interviews and counsels clients on appropriate legal guidance.
- Accompanies, represents, and/or advocates for clients in legal and/or court proceedings.
- Researches factual and legal problems pertaining to family law.
- Responsible for drafting legal documents.
- Builds and maintains effective relationships and collaboration with law schools, legal service providers, professional associations, law enforcement, and other community organizations, providers, and groups, *etc.*
- Maintains accurate and proper documentation and record-keeping, including entering data into a client database and submitting data for monthly reports, grant reports, and grant applications.
- Completes administrative tasks including filing, scanning, mailing, and maintaining files as direct support to administrative staff as needed.
- Provides training in legal topics to attorneys, social services providers, and other community members.
- Participates in continuing legal education and develops specialized knowledge related to all areas of family law affecting survivors of family violence and human trafficking.
- Assists Legal Program Director with supervision and support of accredited representatives as needed.
- Participates in assigned weekly, monthly, and quarterly staff, agency, and collaboration meetings.
- Participates in ongoing supervision and program evaluation to ensure program needs are met.
- Other job-related tasks and duties assigned by the Legal Program Director.

Qualifications and Skills

Required

- Juris Doctor (J.D.) or equivalent from an accredited law school
- Currently licensed to practice law within the State of Texas (or ability to obtain Texas Bar license during probationary period)
- Strong writing, communication, interpersonal, and organizational skills
- Ability to effectively work, communicate (oral and written), and collaborate with individuals from diverse backgrounds and/or other professionals
- Ability to solve practical problems and deal with a variety of variables
- Ability to provide and receive feedback and respond in a constructive, supportive manner
- Proficiency in technology skills (e.g. Microsoft, Adobe, Legal Server, etc.)

Preferred

- Three (3) or more years of experience practicing either family law
- Experience serving domestic violence and/or human trafficking survivors
- Prior legal services, public interest, or volunteer experience or demonstrated commitment to serving low-income and underserved individuals
- Professional fluency in written and spoken Spanish and/or other language(s)

Core Competencies

- Adherence to confidentiality, ethical standards and judgment
- Strong analytical and critical thinking skills
- Strong organizational and office management skills
- Clear written and verbal communication skills
- Strong Interviewing and investigative skills
- Strong customer service orientation and professionalism

Work Environment

- Primarily office-based work environment with shared space
- Prolonged work in front of a computer at a desk
- Collaborative work in a unionized work environment

Salary & Benefits: \$80,000+ DOE

- Health Insurance (employer supplemented)
- Life and AD&D insurance (employer paid)
- Dental, vision, and supplemental insurance options
- Paid Time Off, Holidays, and Parental Leave
- Retirement matching
- Employee Assistance Plan (EAP)
- Employee discount program

About Mosaic Family Services

We support, educate, and empower the multicultural individuals and families of North Texas. We are dedicated to serving survivors of human rights abuses from around the world and within our community. We create access to opportunities for our clients, empowering them toward independence. We hope to equip future leaders with the skills to impact their own diverse communities for a stronger, more vibrant North Texas. We believe dignity is a human right. We believe that freedom is a human right. We believe that justice is a human right.

Mosaic Family Services is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender

identity or expression, national origin, age, disability, genetic information, veteran status, marital status, or any other characteristic protected by applicable federal, state, or local laws.

To apply for this position, please send a cover letter and resume to hr@mosaicervices.org.