



Quarterly E-Newsletter

Volume 5

Fall 2006

Job Openings

In this section of each E-Newsletter, the Commission provides some information about job opportunities and/or funding opportunities for attorneys interested in working with victims of domestic violence, sexual assault, and stalking.

- **Supervising Attorney, The D.C. Bar Pro Bono Program, (Washington, DC)**
- **Staff Attorney, DAY ONE (New York, NY)**
- **Staff Attorney, Boat People SOS, Inc. (Falls Church, VA)**
- **Domestic Violence Clinical Director, Lane County Legal Aid and Advocacy Service, Inc. (Eugene, OR)**

Supervising Attorney, The D.C. Bar Pro Bono Program

The D.C. Bar Pro Bono Program has an opening for a Supervising Attorney. The Supervising Attorney plans and oversees legal clinics and other projects of the Pro Bono Program to deliver pro bono legal information, advice and representation to low-income individuals in the District of Columbia facing family law and other poverty law issues. The Supervising Attorney reports to the Assistant Director of the D.C. Bar Pro Bono Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans and oversees the D.C. Bar Pro Bono Program's delivery of pro bono and pro se family law services.
 - a. Formulates scope of legal problems to be covered in each clinic.
 - b. Plans and directs all volunteer training, including preparation of training materials and recruitment of trainers.
 - c. Oversees intake, screening and selection of cases for each clinic, as applicable.

- d. Oversees preparation and organization of clinics and provides on-site supervision of clinics.
 - e. Recruits mentors and serves as a resource for volunteer attorneys.
 - f. Oversees monitoring of clinic caseloads and development of periodic progress reports.
 - g. Periodically evaluates effectiveness and continued relevance of each clinic.
2. Plans and oversees the D.C. Bar Pro Bono Program's delivery of other pro bono and pro se legal services identified as priorities from time to time
 3. Serves as part of the team administering the Law Firm Clinic and Advice & Referral Clinic, providing substantive support, participating in case screening, and offering technical assistance, for selected case types within areas of expertise; provides other support to the Clinic as needed.
 4. Plans and oversees and serves as a resource on pro se assistance programs and techniques, including uses of technology, and issues related to delivery of legal services.
 5. Staffs and provides legal support to committees to identify emerging issues in family law and other poverty law areas, and designs and implements new programs and projects to address those needs; supports other committees as needed.
 6. Serves as convener and resource for pro bono and public interest advocates.
 7. As part of a team, assists in recruiting volunteer attorneys and law firms to participate in clinics and to provide pro bono legal services through the D.C. Bar Pro Bono Program and other legal service providers.
 8. Co-counsels selected pro bono matters with express approval of Director.
 9. Provides substantive guidance and training in poverty law areas, including family law, to volunteer attorneys, law students, paralegals, and staff assisting with pro bono projects.
 10. Provides similar substantive and programmatic support for clinics and special projects on other subject areas, as emerging needs of D.C. Bar Pro Bono Program require.
 11. Assists in representing the D.C. Bar Pro Bono Program with the court, other legal service providers and community-based organizations.
 12. Assists in the drafting and development of proposals, budgets and other fundraising materials.

13. Drafts reports, articles, memoranda, publications, and resource materials.
14. Supervises the work of volunteers, paralegals, law students and interns as assigned by the Assistant Director.

OTHER DUTIES AND RESPONSIBILITIES

1. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. A J.D. degree from an accredited law school. Requires at least five years of professional work experience in positions of increasing responsibility
2. An active member of the D.C. Bar or eligible to become an active D.C. Bar member. A successful candidate who is not an active member of the D.C. Bar must apply for admission within 6 months of employment.
3. A minimum of three years of active practice in the D.C. courts, including experience handling a variety of poverty law matters, including family law (divorce, custody and child support.). Experience with a legal service organization that provides legal services to indigent individuals preferred.
4. One year of direct supervisory experience is a plus.
5. Experience working with volunteers preferred.
6. One year of experience developing and administering programs.
7. Excellent interpersonal and communication skills; ability to work well with staff, clients, and volunteers.
8. Excellent writing skills.
9. Familiarity with word processing and databases essential.

SALARY INFORMATION

Salary in the low to mid 60's, depending on experience.

This is not an attempt to list all essential functions of this position. It is recognized that job duties may change over time.

Interested individuals should submit a cover letter and resume to:

Dir. of HR
DC Bar/Sup. Atty - Family
1250 H Street, N.W., 6th Floor
Washington, DC 20005-3908
Fax: 202-824-1863
e-mail: hr@dcbbar.org

The D.C. Bar Pro Bono Program is an Equal Opportunity Employer.

09/06

Staff Attorney, DAY ONE

Job Summary

Day One seeks a full-time Staff Attorney to join its legal staff in delivering direct legal services to young victims of domestic violence. The attorney must be an experienced advocate who works equally well with at-risk youth, community leaders, social service providers and volunteers. The Staff Attorney reports to the Executive Director of Day One and supervises volunteers and interns.

Day One Overview

Day One partners with New York City youth to end dating abuse and domestic violence through community education, legal advocacy, supportive services, and leadership development. All of Day One's programs operate on an empowerment model that invests young people in maintaining safe relationships for themselves and their peers. Day One's Community Education Program trains youth and adults about dating abuse and the law, and collaborates with interdisciplinary advocates through its Coalition Against Teen Relationship Abuse. The Legal Services Program provides direct representation, advice and information to youth. Through the Peer Leadership Program, Day One organizes youth who participate in implementing preventive education and awareness projects among their peers and other youth. Serving citywide youth between the ages of 12 and 22, Day One devotes all of its resources to the issue of relationship abuse among young people. All of Day One's services for youth are bilingual and provided free of charge.

Responsibilities of Staff Attorney

- Representing clients in domestic violence-related court proceedings
- Providing advice, safety planning and/or referral services to young people
- Coordinating interdisciplinary partnership with other youth-serving providers offering counseling and therapeutic services for youth
- Conducting community outreach and awareness activities related to teen relationship abuse.

- Assisting in implementation of preventive education programs among youth, caregivers and professionals
- Forging collaborations with other community-based organizations
- Helping coordinate the bimonthly Coalition Against Teen Relationship Abuse
- Developing materials for volunteers, clients and the community at large
- Legal research and writing

Qualifications

- Admission to the New York State Bar
- Bilingual in Spanish and English strongly preferred
- Legal background working with youth and/or domestic violence victims
- Knowledge of additional areas of law including housing, public benefits and immigration a plus
- Strong research, writing and verbal communication skills
- Creativity, energy, and a sense of humor
- Background working with individuals in crisis, indigent communities and diverse groups of people

Salary and Benefits

Salary is competitive and dependent on experience. Day One offers a generous benefits package, including but not limited to health, dental and flexible spending accounts, 401(k), 403(b) retirement plan and vacation.

To Apply: Fax resume and cover letter to 212.566.8121, or email, as a single Word attachment, both a resume and a cover letter to Snilva@dayoneny.org. Letters/resumes can be mailed to Day One, P.O. Box 538, Church Street Station, New York, NY 10008. We regret that only applicants considered for the position will be contacted by Day One. Day One is an Equal Opportunity Employer.

Staff Attorney, Boat People SOS, Inc.

Boat People SOS, Inc. (BPSOS) seeks a full-time attorney to develop and support its Community Against Domestic Violence (CADV) and Victims of Exploitation and Trafficking Assistance (VETA) Programs. The Programs include outreach and education for the community; direct legal and social services for survivors of domestic violence; training and technical assistance for service providers.

Responsibilities

1. Provide Vietnamese survivors of domestic violence with legal services and referrals in matters including immigration and family law;
2. Provide survivors of human trafficking with legal services and referrals in matters including immigration, employment, family law, and civil rights;
3. Recruit, train and mentor *pro bono* attorneys, volunteers and local service providers assisting domestic violence survivors;

4. Conduct community outreach and education on legal remedies available to domestic violence and trafficking survivors; and
5. Provide training and technical assistance to service providers.

Goals:

1. Clients receive effective, quality service in a timely, professional manner;
2. BPSOS is well-represented among public and private agencies; and
3. Collaborative networks are strengthened and improved to form a seamless network of services for survivors.

Qualifications

1. Juris Doctor from an accredited law school;
2. Admitted to practice law in Maryland, or willing and able to pursue admission into MD Bar;
3. Experience in immigration and/or family law;
4. Experience in working with victims of trauma (domestic violence, family violence, sexual assault or human trafficking);
5. Outreach and training experience;
6. Ability to work independently and in a team;
7. English and Vietnamese fluency preferred; and
8. Bicultural background preferred.

Salary

Negotiable, depending on experience and qualifications, plus benefits.

Karina Kirana
Survivor Services Staff Attorney
Boat People, SOS
6066 Leesburg Pike, Suite 100
Falls Church, VA 22041

Domestic Violence Clinical Director, Lane County Legal Aid and Advocacy Service, Inc.

Primary Responsibility

The Domestic Violence Clinic Director is responsible for running the University of Oregon School of Law's legal clinic that provides civil legal services to low-income victims of domestic violence, sexual assault and stalking. The Director provides close supervision of students who will be representing clinic clients as well as supervision of Clinic attorneys and advocates. The Director is responsible for the overall smooth functioning of day-to-day clinic operations.

Reports to:

The Clinic Director reports to the Executive Director of Lane County Legal Aid and

Advocacy Service (LCLAAC). The Stop Violence Against Women Project Steering Committee, composed of representatives of the University of Oregon Law School, Womenspace, Sexual Assault Support Services, and LCLAAC, among others, will provide additional direction to the Clinic Director.

Duties

1. Responsible for the daily management and operations of the Domestic Violence Legal Clinic, including supervision of University of Oregon law students who will be representing victims of domestic violence, and of Clinic attorneys, advocates and staff.
2. Ensure quality advocacy and representation for clients and their children through close supervision and training of law students.
3. Supervise the Clinic Staff Attorney's work with Advanced Clinic students and other cases taken by the Clinic.
4. Responsible for covering student cases after the end of each semester to ensure there is no interruption of services if students or interns are not available to assist clients during periods when the Law School is out of session.
5. Responsible for maintenance of records related to Clinic client demographics and case statistics, including case types, assistance rendered, and case outcomes.
6. Ensure adequate maintenance of client case files in accordance with the Oregon State Bar and LCLAAC requirements.
7. Participate in the training of lay advocates, law students, rural intake volunteers and paralegals on domestic violence, sexual assault and stalking issues and the Clinic's practices and services.
8. Provide on-going and on-site technical assistance, including information, referral and problem solving assistance to Clinic attorneys, advocates, law students, and survivors on legal issues, specifically protection orders, legal representation and advocacy, and the implementation of the Stop Violence Against Women Project.
9. Review and critique students' papers, briefs, and related to their Clinic practice.
10. Develop with the Steering Committee model protocols to assist the representation of domestic violence victims by law students.
11. Confer with law school faculty to ensure the students receive a quality clinical experience and an exceptional understanding of domestic violence, sexual assault, and stalking.
12. Participate in the development of a comprehensive legal library and database on

issues of access and legal representation of domestic, stalking and sexual violence victims in civil law matters.

13. Other duties as assigned by the Executive Director and Steering Committee.

Necessary Qualifications

1. Law degree, admitted to practice by the Oregon State Bar or strong likelihood of passing February 2007 Oregon Bar, and a minimum of two years of law practice in a relevant or related field.
2. Strong communication, writing and editing skills.
3. Experience providing direct supervision and management of law students in a clinical setting or experience supervising junior attorneys' work.
4. Thorough knowledge and understanding of the civil law and practice related to domestic violence, stalking and sexual assault, particularly protection orders, custody, support, dissolution, and confidentiality as well as an understanding of the access and representation issues confronted by victims in civil courts.
5. Demonstrated knowledge of domestic violence, stalking and sexual assault and related issues. A strong commitment to ending violence against women.
6. Understanding of issues of cultural and socioeconomic diversity as they apply to violence prevention, intervention, and services.
7. Curriculum development and training experience.
8. Experience in computer-assisted legal research, Internet/e-mail utilization, and computerized document preparation.

Preferred, but not Necessary, Qualifications

1. Experience in developing, managing and securing funding for similar programs.
2. Bi-lingual

Applications are due by October 27, 2006. Applicants should send a curriculum vitae or resume, cover letter, and the names of three references to

ML Church
Lane County Legal Aid and Advocacy Center
376 E. 11th Ave.
Eugene, OR 97401
Fax: 541-342-5091

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