

The DOVES Program Employee Job Description

Title: Project Attorney

All DOVES Staff will uphold the mission of the DOVES Program.

At DOVES, we envision:

- a community free of sexual, domestic, and dating violence;
- a community that fosters healthy sexuality; and
- a community where every person feels safe and expects healthy relationships.

Our mission is to ensure our empowerment-based and strengths-centered services are available and accessible to anyone who has experienced or been affected by sexual, domestic and dating violence.

Expectations

All DOVES staff will:

- Maintain the highest standard of confidentiality
- Represent the DOVES Program, the community and our clients in a professional manner (in dress, behavior and workspace)
- Attend required initial and annual training
- Adhere to all policies and procedures
- Invest in and adhere to DOVES' Values and Guiding Principles

Project Coordinator Responsibilities: In addition to serving as the Project Attorney, this individual will serve as the Project Coordinator for an Office on Violence Against Women (OVW) Legal Assistance to Victims (LAV) Expanding Legal Services Initiative (ELSI) grant.

Prior to providing direct client representation, the Project Attorney will complete the following tasks in collaboration with the Executive Director.

- Finalize grant Goals and Objectives
- Finalize Case Selection Criteria
- Create an Information Storage Policy
- Create an Information Sharing Policy
- Create an Electronic Device & Communications Policy
- Create an Emergency/Contingency Plan, if Project Attorney were to become unexpectedly unavailable
- Create a Conflict Checks Procedure
- Create Case Intake, Opening & Closing Procedures
- Create a File Retention Policy
- Create other Policies & Procedures required for Malpractice Insurance
- Make purchase recommendations for Case Management Software
- Make purchase recommendations for Case Research Software
- Finalize Paralegal/Legal Assistant job description.

Throughout the life of this grant project, the Project Attorney will:

- Create a Legal Project Community & Partner Outreach Plan
- Create a Language Access Plan
- Attend monthly cohort meetings
- Attend OVW-sponsored training, technical assistance and other meetings as appropriate
- Host on-site visits from OVW designated Training & Technical Assistance provider and OVW
- Supervise Paralegal/Legal Assistant in the following tasks:
 - Coordination with Vela to establish system for stat collection that is appropriately segregated from the DOVES Advocacy Program
 - Ensure required statistics are collected for semi-annual progress reports
 - Draft semi-annual progress report
 - Assist with grant renewal application
 - Ensure the Legal Services section of the Operations Manual is up-to-date
- Other tasks as assigned

Project Attorney Responsibilities: Once the deliverables mentioned above have been approved by OVW, the Project Attorney will begin to provide direct client representation. Caseload will include brief advice, unbundled services, and full representation in court.

- Assist in the creation and development of the DOVES Program Law Project
- Provide effective legal assistance to survivors of sexual, domestic and dating violence, stalking and human trafficking
- Successfully handle all aspects of a family law case load, including protection orders, divorce matters, custody, and/or child support.
- Directly supervise the Paralegal/Legal Assistant
- Receive referrals from and make referrals to the DOVES Advocacy Program to provide holistic case management and support, while maintaining the required boundaries between legal services and advocacy.
- Maintain knowledge of current resources offered by the DOVES Program.
- Build and strengthen existing relationships with other community organizations, as well as identify and create new relationships, to maximize benefits and services available to DOVES clients.
- Participate in working groups and task forces that seek to improve access to justice; coordinate a community-wide response to domestic violence, sexual assault and human trafficking; raise standards of practice and services to survivors; and build legal capacity in our community.
- Attend one-on-one individual supervision meetings with the Executive Director.
- Host one-on-one individual supervision meetings with the Paralegal/Legal Assistant

Required qualifications

- Graduate of an American Bar Association (ABA) accredited law school with a Juris Doctorate Degree
- Licensed to practice law and in good standing to practice law in the State of Nebraska

- At least three years of experience practicing law
- At least one year of experience in family law or a victim-service field, and experience dealing with the practical and legal issues encountered by survivors
- Ability to travel extensively throughout the Panhandle of Nebraska
- Ability to effectively utilize technology to connect with clients and courts throughout the Panhandle of Nebraska
- Ability to supervise and work in partnership with a Paralegal/Legal Assistant
- Excellent litigation, organizational, and leadership skills.
- Excellent communication, analytical, and writing skills.
- Excellent community engagement and public speaking skills.

Preferred qualifications

- Bi-lingual in English and Spanish
- Experience working in courts throughout Scotts Bluff, Cheyenne, Morrill, Kimball, Banner, Box Butte, Dawes, Sheridan & Sioux Counties, Nebraska
- Five years of experience practicing law
- Three years of experience in family law or a victim-service field, and experience dealing with the practical and legal issues encountered by survivors

Skills and abilities

- Strong written, verbal, and interpersonal skills in English & Spanish
- Ability to communicate with clients in a trauma-informed way
- Highly responsible and accountable
- Highly organized and detail-oriented while still able to possess a “big picture” perspective
- Ability to work with tight deadlines
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner
- Strong listening skills and the ability to intervene, de-escalate, and resolve conflicts effectively and independently
- Open to new ideas and innovation. Possesses an entrepreneurial spirit. Collaborative and dependable, non-ego driven

Job Description approved by OVW on September 4, 2024.