Nebraska Coalition to End Sexual and Domestic Violence

Job Title: VOCA Project Attorney

Status: Full Time, Exempt

Reports to: Legal Director

Positions Supervised: None

Job Summary: The VOCA Project Attorney will work in conjunction with the Coalition's legal team, and the network of member programs across Nebraska, to provide support and assistance with issues related to protection orders and civil legal matters that are allowable under the Victims of Crime Act. The work of the VOCA Project Attorney should be based upon a strong anti-oppression framework, incorporating primary prevention strategies, grass-roots activism, cultural humility, social change, and social justice into all efforts.

Principal Duties:

I. Capacity Building Support to the Nebraska's Network of Programs

A. Answer questions and provide information to program advocates working with victims involved with the civil legal system.

B. Collaborate with advocates from the network of programs to receive referrals and provide direct representation.

C. Remain current on issues pertaining to job related topics and the work of the Coalition.

II. Direct Representation

A. Work with the Legal Director to develop and implement protocols addressing conflicts of interest; confidentiality; screening for domestic violence, sexual assault, human trafficking, and stalking; and the enhancement of victim safety.

B. Work with the Legal Director to develop and implement a process to identify legal needs of victims in Nebraska, and a process to evaluate client services through the use of evaluation surveys and case progression.

C. Provide direct representation to victims throughout Nebraska seeking civil legal advice and litigation assistance with an emphasis on Protection Orders and other civil legal needs that address a victim's need for safety, in addition to helping victims navigate the criminal justice system as a victim.

NEBRASKA COALITION
TO END SEXUAL AND DOMESTIC VIOLENCE

III. Administrative

A. Assist with the preparation of grant applications as requested.

B. Collect and compile statistical information and assist in writing grant reports.

C. Participate in the Coalition's strategic planning process and Movement Building activities.

D. Contribute articles and information for the Coalition's website and email news updates, and collect sexual violence resources for the Coalition Lending Library.

E. Assist with the Coalition's annual awards celebration event.

F. Other duties as assigned.

Estimated Distribution of Duties:

95% Direct Services to victims
3% Support Services to network of programs
1% Administrative
1% Other Duties

Qualifications:

1. Juris Doctorate Degree from an accredited law school.
2. Licensed to practice law in Nebraska, or eligible to sit for the next bar examination, or eligible to practice in Nebraska by motion from another jurisdiction.
3. Experience in grassroots organizing and social change work, with an in depth understanding of primary prevention through a strong anti-oppression lens.
4. Demonstrated knowledge of domestic violence, sexual assault, human trafficking and stalking issues.
5. Commitment to social change and social justice through embracing a strong anti-oppression framework, addressing systematic oppression and the needs of marginalized and underserved populations, and to serving in partnership with those communities.
6. Experience in working with survivors of domestic violence and sexual assault, preferably in a domestic violence/sexual assault program.
7. Demonstrated public speaking, training, and communication skills.

NEBRASKA COALITION
TO END SEXUAL AND DOMESTIC VIOLENCE

8. Clear and concise writing skills and experience in the development of informational materials.

9. Ability to manage projects and be self-directed.

10. Experience with grant management, implementation, and reporting.

11. Ability to work independently and as a team.

12. Access to own transportation and willingness to travel throughout Nebraska and occasionally out of state.

13. Flexibility in scheduling, including overnight stays and extended days.

14. Working knowledge of computer systems and office software.

15. Desire to demonstrate cultural humility by searching for understanding and taking action toward equity.

16. Commitment to creating and maintaining a workplace culture that is supportive of all.

17. Experience, understanding and commitment to advocating both individually and systemically, on behalf of victims of domestic violence, sexual assault, human trafficking and stalking, including adherence to the Coalition's mission statement and philosophy.

May 2018

*This job description may change at any time based on identified priorities of the agency and in line with the overall mission.