

JOB DESCRIPTION

SPIP's Civil Legal Program recognizes that the legal system has the capacity to safeguard for victims of domestic abuse what should have been theirs all along – safety, liberty and the ability to protect their children; and works to ensure victims have access to that power so they can obtain safety, move forward and be self-sufficient and live free from violence.

Program: Civil Legal Program

Position Title: Lawyer (.5 FTE) Twenty hours a week

Responsible to: Managing Attorney

I. POSITION SUMMARY: Provide civil legal counsel to victims of domestic violence and encourage methods by which the civil legal system may better protect and serve victims' needs.

II. RESPONSIBILITIES

- Conduct initial interviews with SPIP clients - reviewing their civil legal matters within the purview of domestic violence (while cognizant of and responsive to the often-co-occurring issues of sexual abuse and stalking).
- Perform case assessment, counsel SPIP clients accordingly and develop case strategy.
- Collaborate with advocates and co-attorneys to identify and develop strategies to ensure victims/participants can sustain safe housing.
- Legal understanding and application of state and federal housing laws, landlord-tenant rights, fair and low-income housing policies, and domestic violence statutes as they relate to housing issues, etc. and the intersection of domestic violence and safe housing.
- Handle domestic violence related civil caseload, including Order for Protection cases, Harassment Restraining Order cases, and/or custody, child support, divorce matters, benefits, etc.
- Maintain respectful, frequent and proactive communication with SPIP clients.
- Compile necessary documentary evidence to support SPIP clients' positions in civil legal matters – i.e. draft legal documents, conduct discovery, case management, etc.
- Ensure timely and accurate case file maintenance, including electronic filing and records.
- Meet case deadlines, calendar court events and SPIP client visits.
- Work closely with legal advocates in the provision of holistic services, including cases with the presence of criminal legal issues.
- Support the agency in systemic reform efforts as needed, including identifying opportunities for law reform, public policy advocacy, and impactful litigation.
- Support initial, and ongoing training and mentoring of law students and interns.
- Effectively delegate appropriate tasks to designated law students and interns and review all related work for accuracy and completion.

The above statements are intended to provide a summary of this position, and do not encompass all the functions of or qualifications required for this position

- Promote and participate in program initiatives and link with law schools and other organizations to enhance SPIP's civil legal services.
- Work in close collaboration with the Civil Legal Program Managing Attorney and other part-time Attorney in meeting victims/participants needs and the goals of the program.
- Work in close collaboration with SPIP's Legal Advocacy Program Manager, legal advocates and staff in meeting victims' legal, crisis and transitional needs to ensure their and their children's well-being.
- Collect and report case-related data.
- Complete grant-required forms.
- Adhere to standards of professional responsibility.
- Treat SPIP clients, co-workers, and the public in a respectful and courteous manner at all times.
- Participate in mandatory staff trainings and meetings.
- Perform other duties as assigned by the Executive Director, Operations Director and/or Managing Attorney.

III. QUALIFICATIONS

- Licensed to practice law in Minnesota with registration in good standing. Extensive legal knowledge to determine victims' potential legal course of action.
- Proven aptitude for strong litigation, communication, organization and leadership.
- Aptitude to think both logically and creatively in generating solutions to unique legal problems.
- Experience in client representation, particularly in family and civil rights law that would support the needs of the clients served by SPIP.
- Familiar with the principles and application of criminal law to protect victims of domestic violence and hold abusive persons accountable.
- Knowledge of the root causes of oppression; and an understanding of the needs, options, and resources available for victims/survivors of domestic violence and sexual violence.
- Commitment to and experience in working with people from diverse ethnic, cultural, social, economic backgrounds and lifestyles.
- Ability to ascertain domestic violence victims' legal issues and cultivate their trust.
- Capacity to persevere in stressful situations.
- Ability to handle client, personnel and agency information with complete confidentiality.
- Community engagement and public speaking skills.
- Excellent communication, analytical, and writing skills.
- Team player who can work independently with appropriate supervision and demonstrate initiative.
- Preference given to demonstrated commitment to civil rights, social justice and experience working with victims/survivors of domestic violence/ gender-based violence, and traditionally underserved populations.
- Demonstrated skill in data collection and report preparation.
- Proficiency using Microsoft Windows and Office.
- Valid driver's license, current insurance and reliable car.

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The Saint Paul & Ramsey County Domestic Abuse Intervention Project

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- Bilingual skills (English and another language prevalent in SPIP's service area) preferred but not required.

IV. SALARY/BENEFITS

.5 FTE position. Salary dependent on experience. Position includes pro-rated comprehensive medical, dental and disability insurance, and generous paid time-off are provided. Salary range between \$24.76 to \$28 per hour commensurate with qualifications and experience.

- **To Apply:** Please send a resume, cover letter and at least 2 professional references by email: rnc@stpaulintervention.org or Fax: 651 645-6556 or mail to The St. Paul & Ramsey County Domestic Abuse Intervention Project at 394 Dayton Ave., St. Paul, MN 55102

The St. Paul and Ramsey County Domestic Abuse Intervention Project (SPIP), founded in 1984, has been a leader in the provision of services for victims of domestic violence, and cultivating a community-wide response towards protecting victims and their families, and one day ending domestic abuse. www.stpaulintervention.org

Position open until filled

SPIP seeks applicants from underrepresented communities. We value diversity and encourage people from Black, Indigenous, Latinx, Asian/Pacific Islander, people of color, immigrant, lesbian, gay, bisexual, nonbinary and trans communities to apply. We encourage applicants of diverse age, gender, abilities and religious/spiritual beliefs to apply.

Equal Opportunity Employer

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