

Wyoming Coalition Against Domestic Violence and Sexual Assault

Cody Staff Attorney

Job Posting

GENERAL

- The Wyoming Coalition Against Domestic Violence and Sexual Assault (WCADVSA) is a non-profit, non-governmental organization founded in 1984 to respond to the needs of domestic violence and sexual assault victims and to provide statewide representation and advocacy for the twenty-four local domestic and sexual violence advocacy programs in Wyoming. The mission of the WCADVSA is to support and enhance the work of our member programs and to provide leadership on the issues relating to domestic violence and sexual assault.

THE LEGAL PROJECT

- The WCADVSA Legal Project is funded through a grant received from the Office on Violence Against Women (OVW), Legal Assistance for Victims Grant Program. The Legal Project has been funded by OVW since 1998 in competitive grant cycles. Two Staff Attorney positions and a Legal Assistant position are funded to complete the grant goals which include providing direct civil legal services on behalf of victims of domestic violence, sexual assault and stalking statewide. This position is located within the WCADVSA's Legal Project main office in Laramie.

QUALIFICATIONS

- Licensed to practice law in Wyoming. Candidates for the February 2021 bar will be considered.
- Knowledge of Wyoming courts, laws and procedures.
- Thorough understanding of family law, civil procedure, evidence, ethics and familiarity with criminal law.
- Understanding of issues and willingness to continue to learn about issues related to domestic violence, stalking and sexual assault and a strong commitment to ending violence against women.
- Ability to provide professional, high quality and sensitive legal services to victims of domestic violence, sexual assault and stalking.
- Ability to counsel and advise clients and provide referrals for people who are in crisis.
- Willingness and ability to work with people from varied backgrounds, cultures, ethnicities and abilities.
- Proficiency with computer and Internet technologies and software programs, including Microsoft Word and Excel.
- Ability to work with law office management databases, including ABACUS.
- Strong written and oral communication skills.
- Demonstrated ability to manage time, keep detailed statistics, evaluate progress and adjust activities to complete work within established time frames.
- Ability to handle multiple projects and work independently as well as collaboratively.
- Demonstrated team building, limit setting, problem solving, creative/analytical thinking and organizational skills, including report writing and grant writing.
- Demonstrated project management skills, including staff supervision.
- Commitment to collaboration, team-building and professional development of staff.

POSITION RESPONSIBILITIES

- The Staff Attorney will provide holistic civil legal representation to victims of domestic violence, sexual assault and stalking.
- Work alongside advocacy and social change organizations in the Big Horn Basin to assist with the coordination of prevention and response efforts, identify strengths and gaps and potential resources to meet needs identified.
- Research, develop and facilitate opportunities to increase the Legal Program's accessibility for culturally specific populations to minimally include Native American, Latino, LGBTQ and elderly communities.
- Provide limited legal representation in some cases, including legal advice, referrals and support to victims of domestic violence, sexual assault and stalking who contact the coalition office through brief service phone sessions.
- Provide assistance to applicants and clients through screening, safety planning and legal research.

- Participate in weekly case reviews and be responsible for time keeping, including recording important due dates and tasks on calendar.
- Work well and share case load with all WCADVSA Staff Attorney(s).
- Work closely with advocates and member programs to assist victims with accessing legal information and assistance.
- Assist with developing written resource materials useful to domestic violence and sexual assault advocates and victims including manuals, training curricula and attorney referral lists.
- Provide updates and or materials at regularly scheduled coalition meetings regarding current legal issues and activities.
- Willingness and ability to travel for legal work and continuing education; some overnight travel generally in Wyoming with some out of state travel required.
- Attend and conduct trainings/meetings to increase skills and knowledge of self and of advocates and attorneys across the state.
- Collect data for grant reporting and assist in report preparation.
- Maintain confidentiality as required by law.
- Co-supervise legal assistant(s) and externs.
- Other duties as assigned.

RELATIONSHIPS

- Supervised by the WCADVSA Executive Director and Legal Project Supervisor

COMMITMENT TO DIVERSITY

- WCADVSA is committed to diversity of experience and background in its workforce. The WCADVSA is an equal opportunity employer; women and individuals from diverse backgrounds are encouraged to apply. The WCADVSA does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, or disability.

CONDITIONS OF EMPLOYMENT

- Adhere to all stipulations of the WCADVSA Policies

CLASSIFICATION

- At Will Full Time Exempt

BENEFITS

- Competitive Package Including: Vacation, Sick, Holidays, Personal Days, Health, Dental, Vision and Life Insurance, Retirement Plan

SALARY

- \$57,000.00/Year

<p>Resume and cover letter must be received by Friday, October 2, 2020, 5:00 p.m. Please email to lhunt@wyomingdvsa.org, mail to PO Box 236, Laramie, WY, 82073.</p>
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