

eliminating racism

empowering women

ywca job description

YWCA of Kalamazoo Michigan
353 E. Michigan Ave.
Kalamazoo, MI 49007

T: 269-345-5595
F: 269-345-8230
hr@ywcakalamazoo.org
www.ywcakalamazoo.org

Developed On: December 2018

POSITION: Sexual Assault Staff Attorney

FUNCTION: The Sexual Assault Staff Attorney provides comprehensive legal assistance to victims of sexual assault, with a focus on matters that arise as a direct result of the client's victimization. Services include obtaining protective/restraining orders and other relief to ensure our clients' safety and security. Clients may receive legal assistance in a wide range of other legal issues as necessary to address consequences of victimization and obtain long-term safety and stability; this may include housing, employment, consumer, and family law matters.

QUALIFICATIONS:

- Currently admitted to the practice of law in the State of Michigan, with 3-5 years of experience in civil legal services preferred
- Experience in trial advocacy and negotiation preferred
- Commitment to aiding victims of domestic violence, sexual assault and family abuse
- Strong interpersonal skills
- Excellent oral/written communication, research skills, and computer competency
- Organizational and case management skills
- Ability to work effectively as a team member in an interdisciplinary setting

The ideal candidate will have demonstrated experience in effectively communicating with and serving victims of crimes. Candidates with Spanish language proficiency are highly preferred. Local travel is required, with a valid driver's license and reliable transportation.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

Among other duties as assigned, the Staff Attorney in this project will:

- Interview victims of abuse in a manner sensitive to the trauma they may have experienced and attuned to honoring their choices;
- Assess the needs of victims in terms of their immediate legal needs for protection and other legal issues that are an outgrowth of abuse;
- Engage with sexual assault providers to coordinate service delivery and identify/address issues that have an impact on victims;
- Engage with police and prosecutors to advocate for victims;
- Provide legal services including legal research and factual investigation, counsel and advice, brief services and document preparation, dispute resolution and representation of clients in administrative and judicial proceedings;
- Provide accurate and complete information for grant reporting to grant funders including documenting services in the case record;
- Attend training required by the grant;

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- Actively participate in staff committees or task forces focused on services for victims;
- Develop and maintain networking relationships with local bar associations and with local, state, and federal governments and community agencies that serve our client population, including those serving persons with disabilities, older adults, and other special needs; and,
- Exhibit a high level of personal energy, organization, and commitment to the position and the YWCA mission.

TRAINING REQUIREMENTS:

1. Familiarization with YWCA Personnel Policies and Mission.
2. Appropriate training and in-service, which will occur during employment.

HOURS OF WORK: Full-time 40 hours per week. Flexible as a response to program needs.

STARTING WAGE RANGE: Commensurate with experience. Excellent benefits package.

FLSA STATUS: Exempt

DEPARTMENT: Legal

SUPERVISED BY: Senior Director of Law and Policy

TO APPLY: Submit Resume and Cover Letter to: HR@YWCAKALAMAZOO.ORG