



**STAFF ATTORNEY
FAMILY LAW, BILINGUAL REQUIRED
LEGAL ADVOCACY PROGRAM**

Mission Statement

DOVE is committed to partnering with diverse communities, families, and individuals impacted by domestic violence. We promote hope, healing, safety, and social change by providing a broad range of preventive and responsive services.

DOVE's Statement of Welcome and Affirmation

DOVE provides services to individuals impacted by domestic violence and welcomes refugee and immigrant survivors both documented and undocumented, people with disabilities, people who are deaf or hard of hearing, people of color, and LGBTQ/T and gender non-conforming individuals.

Organization Summary

DOVE (Domestic Violence Ended), Inc. was founded in 1978 by the Quincy Mayor's Commission on Women and a group of committed community volunteers. Since 1978, DOVE has grown from one crisis hotline to a comprehensive multi-services organization. DOVE is the only domestic violence organization, including shelter, in Norfolk County and also serves the greater South Shore. DOVE is substantively more than an emergency shelter for victims of domestic violence; DOVE provides a range of services for adults who have been abused, including a 24-hour hotline, emergency shelter, crisis intervention services, safety assessment and planning; supportive education and counseling, support groups, legal assistance, and assistance accessing governmental and community-based services, and community outreach and education. DOVE is the only domestic violence shelter and community-based service provider based in Norfolk County, and also serves the greater South Shore. At DOVE, we believe that all people have the right to live without fear of abuse. At our core, DOVE's work is about fostering healthier and safer relationships.

Position Title: Staff Attorney, Family Law
Positions Status: Regular Full-Time
FLSA Classification: Exempt, professional
Reports To: Director, Legal Advocacy Program
Supervisory Responsibilities: none

Job Purpose: The Staff Attorney is responsible for providing information, *pro se* assistance, and representation to victims of domestic violence seeking legal assistance in family law and restraining order matters. They are also responsible for assisting the LAP Director and the rest of the LAP in outreach and relationship-building within DOVE's catchment area and within the legal community, facilitating legal trainings, and developing the LAP's program's policies, procedures, and goals, and tracking the success and outcomes of the program.

Reporting Responsibilities: The Staff Attorney reports to the Director, Legal Advocacy Program.

Job Responsibilities:

- ❖ Provide legal representation to victims of domestic violence in 209A extension hearings and family law hearings, including divorce, custody, visitation, and child support.
- ❖ Provide *pro se* assistance, including meeting with clients to assist in filing complaints, motions, and other court paperwork needed for family law and restraining order cases.
- ❖ Provide other brief advice and services, including safety planning and referrals, to LAP clients.

24-Hour Hotline: 617.471.1234 or 1.888.314.DOVE (3683)

Community Advocacy & Prevention Services P.O. Box 690267 Quincy, MA 02269 617.770.4065 www.dovema.org

- ❖ Staff the two off-site programs, including the Norfolk Court Advocacy Project (NCAP) and the Quincy 209A Project.
- ❖ Staff DOVE's Legal Helpline.
- ❖ Provide language support to LAP clients.
- ❖ Assist other LAP attorneys in the recruitment and supervision of legal interns.
- ❖ Conduct outreach to the legal community by attending meetings and roundtables with legal professionals.
- ❖ Provide consultation to DOVE's non-lawyer advocates.
- ❖ Help identify *pro bono* or reduced-fee legal representation for LAP clients.
- ❖ Assist in facilitation and planning of trainings.
- ❖ Attend and participate in Staff Meetings and committee meetings.

Required Skills & Abilities:

- ❖ Bilingual (Portuguese, Haitian Creole, Mandarin, Cantonese, Hindi, Vietnamese, or Spanish and English) required.
- ❖ Ability to work independently and collaboratively with the LAP and other DOVE staff.
- ❖ Excellent written and oral communication skills, and/or a commitment to improving these skills through trainings and supervision.
- ❖ A strong work ethic and sense of initiative. Someone who leads by example and can work effectively and collaboratively in a small, creative, and resourceful non-profit setting.
- ❖ Ability to model and uphold appropriate professional boundaries in work with clients, co-workers, supervisor, and community.
- ❖ Demonstrated ability and desire to work with diverse populations and to learn about and actively use multicultural awareness and understanding in daily work.
- ❖ Valid driver's license, reliable transportation, and willingness to travel regularly within DOVE's service area required.
- ❖ A commitment to DOVE's mission and practice philosophies, to ending violence and oppression, to using empowerment practice, and to promoting social justice and social change.
- ❖ Must provide documentation of 35 hours of domestic violence training upon hire, or complete DOVE's 35-hour Domestic Violence training within 1st year of hire.
- ❖ A CORI background check is mandatory. CORI History will be reviewed and may not disqualify candidates.

Education & Experience:

- ❖ J.D. and licensed to practice in Massachusetts. (*Applicants who are third year law students planning to sit for the July 2020 bar exam, and who are willing to work part time between graduation and the bar exam, will be considered*).
- ❖ A demonstrated commitment to providing legal advocacy services to survivors of domestic violence.
- ❖ DOVE seeks to cultivate the leadership potential of promising candidates. Domestic violence survivors and members of historically oppressed communities are particularly encouraged to apply.

Work Schedule: Full-time exempt position, generally weekdays. The Staff Attorney will be required to work at other times periodically (occasional evening, weekend, and very occasional holiday hours) to conduct presentations or groups, facilitate meetings and/or attend trainings or organizational events or meetings.

Compensation:

- ❖ Position is exempt and salaried.
- ❖ FTE annual range = \$54,000-\$60,000 depending on experience.
- ❖ Additional compensation is provided for demonstrated, proficient language skills preferred in DOVE's catchment area; \$1,500 gross annual 40 hr FTE or .72/hr for 1st language. Additional compensation of \$1,000 gross annual per 40 hr. FTE for 2nd or more language/s in addition to English, including Portuguese, Haitian Creole, Mandarin, Cantonese, Hindi, Vietnamese, and/or Spanish.

Benefits: DOVE is committed to working for social and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practices as well as professional development opportunities. As an organization we hold openness to innovation, and we seek the opportunity and resources to do meaningful, impactful work. Benefits consistent with personnel policy:

- ❖ Paid time off: Vacation (3 weeks in Year 1, increases at Year 3), Personal Days (3 days/year), Sick time (12 days/year), and 12 Holidays
- ❖ Insurance coverage (Health/Dental, Short-Term Disability, and Life).

This position is supported by and dependent on grant funds. Dependent on these funds.

The anticipated start day for this position is ~May 1, 2020.

Application Instructions:

- ❖ To apply, send cover letter specifically for this position and a resume to J Carroll, Esq. Director, Legal Advocacy Program, at applytodove@gmail.com.
- ❖ Applications will be accepted on a rolling basis until the position is filled.
- ❖ Applications or resumes without a cover letter expressing interest in employment at DOVE will not be considered.

For more information on DOVE, see our website: www.dovema.org

Updated February 18, 2020

