



## TESSA JOB DESCRIPTION

**JOB TITLE:** Legal Program Coordinator  
**REPORT TO:** Program Director  
**TIME REQUIREMENT:** 40 Hours/Week (Non-Exempt)

**SYNOPSIS:** The Legal Program Coordinator will coordinate and oversee the implementation of TESSA's Project LIFT as well as provide direct legal assistance to clients. Project LIFT connects victims of domestic violence and sexual assault with a contract attorney who will represent the client in court proceedings related to obtaining a Permanent Protection Order for a flat fee. The position will implement and recommend program improvements for the LIFT program, advocate to the 4<sup>th</sup> Judicial District Court personnel, advise and support other TESSA staff on legal matters, provide legal advice to TESSA clients, and represent clients in court as needed.

### **RESPONSIBILITIES:**

#### LIFT PROGRAM COORDINATION

- Recruit, organize and provide training for fee-for-service and pro bono lawyers throughout the community.
- Review criteria and screen clients to match them with appropriate services and community lawyers.
- Perform the screening of the contracted attorneys.
- Be available for discussing and problem-solving legal issues that may arise in the course of the representation.
- Manage referrals, acting as contact person for clients, attorneys, and advocates;
- Ensure contract attorneys are competent in the PPO process, with emphasis placed on ensuring safety for victims of personal violence and providing nonjudgmental services.
- Review case materials to determine eligibility, screen for potential issues, and provide pertinent information to contract attorneys; Ensure that conflicts checks are made for LIFT clients.
- Attend at least the first hearing when working newly contracted attorneys;
- Develop and maintain a database for tracking the eligible and ineligible program attorneys;
- Triage and assess all information and referral inquiries to assure effective advocacy and support;

#### DIRECT LEGAL ASSISTANCE

- Field legal questions from advocates and clients that would be inappropriate for a non-attorney to answer;
- Train advocates regarding the referral program and completing necessary forms;
- Ascertain the needs and available resources of persons seeking aid and work with them to determine what is available to them;
- Deliver programs and services in a manner that is respectful and sensitive to the survivors' cultural experience;
- Treat survivors with respect, dignity, and empathy in alignment with TESSA's trauma-informed philosophy;
- Keep all survivor information confidential as directed by the survivor;



- Identify gaps in the systems in which the survivors navigates and address those gaps appropriately;
- Prevent, identify, and work to remove discriminatory barriers in services provided both within TESSA and externally;
- Ensure that service delivery and operations meet both the needs of clients and contractual obligations in providing safe, trauma-informed, supportive programs for the benefit of all clients;
- Represent client or their interests in court proceedings as needed;
- Develop working knowledge in the substantive legal issues affecting TESSA clients, including but not limited to restraining and no contact orders, criminal laws relating to domestic and sexual abuse, divorce, child custody, civil laws relating to domestic and sexual abuse.

#### COMMUNITY OUTREACH

- Network with other attorneys and judges/magistrates (bar associations, law school functions, etc.) to build and maintain relationships with local legal service providers;
- Work cooperatively with other agencies and individuals involved with the survivor to assure comprehensive service delivery to the survivor and children;
- Develop partnerships with legal service providers to assist survivors in navigating the court system;
- Identify and collaborate with potential local stakeholders and community partners;
- Representing the organization at community meetings regarding legal issues for victim populations; assisting with educating the community on changing policy as it relates to victim access to safety.

#### RECORD KEEPING

- Complete monthly billing and data submission of flat fee contracts;
- Ensure that policies and procedures are followed by program staff, and that staff receives support and supervision appropriate to their needs;
- Ensure compliance with all legal and regulatory requirements relating to confidentiality and reporting. Ensure compliance with program grant requirements, and assist with grant reporting.

#### CULTURAL INCLUSIVITY

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves.
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Apply the principles of multiculturalism and diversity in training and staff development.
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.
- Use organizational change processes to support culturally informed organizational policies and procedures.

#### Other

- Commit to TESSA's organizational mission, vision, and operating philosophy.
- Attend staff, other relevant meetings, trainings, and inservices.
- Understand department objectives and how they relate to the goals of the agency;



- Develop knowledge and expertise regarding domestic violence and sexual assault.
- Other duties and projects as requested by supervisor or Executive Director.

**QUALIFICATIONS AND REQUIREMENTS:**

- Board-certified attorney required.
- Knowledge of domestic violence and sexual assault issues and experience working with victims and law enforcement preferred.
- Outstanding interpersonal relationship building skills.
- Exceptional ability to work with executive leadership, accept direction, and communicate progress and issues up in a proactive, positive manner.
- Excellent organizational, communication (verbal and written), problem solving, listening and interpersonal skills.
- Attention to detail.
- Ability to work well under stressful and emotionally-taxing circumstances and engage in effective self care.
- Ability to empathize, encourage and guide.
- Available to work evenings or weekends when necessary and on call.
- Possess vision and hearing sufficient to work on a computer, on the phone and in person.
- Ability to lift 50 lbs, intermittently.
- Valid driver's license and car insurance.
- Must be willing to complete background checks.
- Ability to read, write and speak English.
- Fluency in Spanish and/or ASL preferred.

**TESSA IS AN EQUAL OPPORTUNITY EMPLOYER.**

Send cover letter and resume to [ahackett-larson@tessacs.org](mailto:ahackett-larson@tessacs.org).

**No phone call please.**

**Resume review will begin April 30, 2018.**