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## TESSA JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Bilingual Sexual Abuse Attorney</b>
<b>REPORT TO:</b>	Legal Services Director
<b>TIME REQUIREMENT:</b>	40 Hours/Week (Exempt)

**SYNOPSIS:** The Bilingual Sexual Abuse Attorney will primarily provide direct legal assistance to Spanish-speaking clients both in the form of providing legal advice as well as representing clients in court as appropriate. The position advise and support other TESSA staff on legal matters especially related to criminal law issues.

### **RESPONSIBILITIES:**

- Provide direct representation to clients, especially to victims of sexual assault, as determined by TESSA's Policies and Procedures.
- Work closely with other TESSA attorneys and cover court appearances for others on legal team when necessary.
- Ascertain the needs of persons seeking aid and work with them to determine what resources are available to them, referring outside of TESSA when necessary.
- Field legal questions from advocates and clients.
- Coordinate the development of bilingual materials.
- 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 within the legal system.
- Develop working knowledge relating to substantive legal issues affecting TESSA clients.
- Recruit, organize and provide training for *pro bono* lawyers throughout the community as requested.
- Manage referrals, acting as contact person for clients, attorneys, and advocates as appropriate.
- Triage and assess all information and referral inquiries to assure effective advocacy and support.
- Refer clients to other non-legal TESSA and community programs as needed by the client.
- Collaborate positively with TESSA advocates in the provision of services to clients.

### **COMMUNITY OUTREACH**

- Build relationships with the local legal community.
- Work cooperatively other agencies and individuals involved with the survivor to assure comprehensive service delivery to the survivor and children.



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- Develop partnerships with legal service providers to assist survivors in navigating the court system.
- Identify and collaborate with potential local stakeholders and community partners.
- Represent the organization at community meetings regarding legal issues for victim populations.
- Assist with educating the community on changing policy as it relates to victim access to safety as requested.

### RECORD KEEPING

- Ensure that policies and procedures are followed by program staff, and that staff receives support appropriate to their needs;
- Ensure compliance with all legal and regulatory requirements relating to confidentiality and records retention.
- 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 in-services.
- Understand department objectives and how they relate to the goals of the agency;
- Develop knowledge and expertise regarding sexual assault, domestic violence, and stalking.
- Other duties and projects as requested by supervisor or Executive Director.

### **QUALIFICATIONS AND REQUIREMENTS:**

- Attorney in good standing with at least two years legal experience and license to practice in Colorado required.
- Knowledge of domestic violence and sexual assault issues and experience working with victims preferred.
- Courtroom experience preferred.
- Exceptional ability to work with executive leadership, accept direction, and communicate progress and issues up in a proactive, positive manner required.
- Excellent organizational, communication (verbal and written), problem solving, listening and interpersonal relationship-building skills required.
- Ability to work well under stressful and emotionally-taxing circumstances and engage in effective self care.



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- 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 submit to background checks.
- Ability to read, write and speak English.
- Fluency in Spanish required.

**TESSA IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Send cover letter and resume to Carleigh Fite, Legal Services Director at [cfite@tessacs.org](mailto:cfite@tessacs.org).**

**No phone calls please.**

**“applications currently under review”**