



Safe place. Safe families. Safe future.

## TESSA JOB DESCRIPTION

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

**SYNOPSIS:** The Family Law Attorney will primarily provide direct legal assistance to clients both in the form of providing legal advice as well as representing clients in court as appropriate. The position will also advocate to the 4<sup>th</sup> Judicial District Court personnel and advise and support other TESSA staff on legal matters especially related to family law.

### **RESPONSIBILITIES:**

- Field legal questions from advocates and clients that would be inappropriate for a non-attorney to answer, especially questions related to family law;
- Provide direct representation to clients as determined by TESSA policies and procedures;
- 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 survivors navigate and address those gaps appropriately;
- Prevent, identify, and work to remove discriminatory barriers in services provided both within TESSA and externally;
- Develop working knowledge in the substantive legal issues affecting TESSA clients, namely family law issues;
- 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**

- 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 survivors to assure comprehensive service delivery to survivors 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;

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- 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 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 in-services.
- 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 with family law experience required.
- Knowledge of domestic violence and sexual assault issues and experience working with victims 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.
- 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.



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- 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 [cfite@tessacs.org](mailto:cfite@tessacs.org).  
No phone call please.

**Applications currently under review.**