



## **JOB POSTING**

**Date Posted: October 26, 2021**

### **Domestic & Sexual Violence Law Staff Attorney**

**POSITION TITLE:** Domestic & Sexual Violence Law Staff Attorney

**REPORTS TO:** SCCADVASA General Counsel & Director of Systems Advocacy

**POSITION STATUS:** Exempt, Full time

**SUMMARY OF JOB POSTING:** SCCADVASA – Domestic & Sexual Violence Staff Attorney – Columbia, SC. The SC Coalition Against Domestic Violence and Sexual Assault (SCCADVASA) is seeking a qualified SC attorney with family law and/or victim-centered legal experience for its new Domestic & Sexual Violence Staff Attorney position.

SCCADVASA is a non-profit organization based in Columbia, SC that supports the statewide coalition of organizations providing services to victims and survivors of domestic violence and sexual assault. This new grant-funded position will help expand SCCADVASA's Victim Legal Assistance Program and its network of contract attorneys. The job duties will include the recruiting and supporting a statewide network of pro bono and contract attorneys; retaining contract attorneys to represent survivors served by SCCADVASA's member organizations and collaborative partners; establishing and deepening relationships with community and legal services partners; and providing legal information, training and referral assistance services to attorneys and victim service professionals. For more detailed information about the position and how to apply please visit <http://www.sccadvasa.org/careers/>

#### **ORGANIZATIONAL INFORMATION:**

SCCADVASA is the statewide coalition of organizations providing intervention services to victims and survivors of domestic violence and sexual assault across the state. SCCADVASA staff members are responsible for the development of goals and objectives for domestic and sexual violence prevention and intervention projects and coordinating their implementation. They provide outreach, training and technical assistance to SCCADVASA members and affiliated organizations regarding best practices and emerging trends in domestic and sexual violence prevention and intervention. They respond to technical assistance requests from members and the general public as needed. Although SCCADVASA is not a direct service organization and is focused on creating systemic change to end domestic and sexual violence, a significant role of

the organization is to assist victims and survivors by referring callers to appropriate resources that meet their needs.

### **POSITION SUMMARY:**

The SCCADVASA Victim Legal Assistance Program aims to improve the statewide legal response to survivors of domestic and sexual violence through developing, maintaining and funding a panel of pro bono and low bono contract attorneys to provide:

- (1) holistic legal consultations and brief services for survivors, attorneys and advocates assisting survivors working with SCCADVASA's Member Organizations and other underserved communities;
- (2) opportunities to strengthen and establish meaningful legal referral relationships with SCCADVASA's legal services partners;
- (3) direct legal representation in emergency, short-term and novel legal matters; and
- (4) technical assistance and trainings for attorneys and advocates.

The Staff Attorney must have experience working in at least one of the following main focus areas: family law, victim's rights, immigration, housing, employment, education, public benefits, consumer rights, or criminal law. This position also requires prior work experience with survivors of domestic and sexual violence as well as an understanding of the core principles of trauma-informed and victim-centered practices; the intersectional challenges facing marginalized communities and the importance of working within a social justice framework.

This position will be based out of Columbia, SC and is grant-funded with the possibility of renewed funding.

### **RESPONSIBILITIES:**

#### Direct Services

- Respond to calls from survivors of domestic and sexual violence and provide legal information and referrals to SCCADVASA's Member Organizations, legal services partners and pro bono/low bono attorneys.
- Assist in conducting trainings for pro bono and contract attorneys, advocates and other professionals working with survivors of domestic and sexual violence.
- Provide technical assistance and support to attorneys and other legal professionals representing survivors of domestic and sexual violence.

### Relationships with Member Organizations, Community & Legal Services Partners & Panel Attorneys

- Develop and maintain meaningful relationships with SCCADVASA's Member Organizations, community and legal services partners and panel attorneys to facilitate holistic client services and successful and timely referrals, particularly in communities facing greater legal barriers.
- Help identify and recruit pro bono and contract attorneys throughout the state.
- Actively participate in task forces, coalitions and initiatives pertaining to victim's rights.
- Conduct legal clinics and public presentations on the legal rights of domestic and sexual violence survivors to project partners and attorneys.
- Assist in drafting legal publications and resources for survivors, attorneys, advocates and the general public.

### Program Administration

- Draft and send Attorney & Client Referral Memos for cases accepted for pro bono or contract attorney services.
- Review and submit contract attorney invoices for payment.
- Assist General Counsel in collaboration with other program staff to ensure that grant and contract deliverables are met.
- Maintain program and administrative records.
- Perform other duties as assigned.

### Required Qualifications:

- Juris Doctor degree.
- Valid license to practice law in the State of South Carolina.
- Experience in one or more fields of law listed at the beginning of this job description.
- Excellent writing and communications skills.
- Ability to travel independently for off-site meetings, trainings and advocacy.
- Experience working with vulnerable populations, particularly survivors of domestic violence, sexual assault, stalking, harassment, child abuse and human trafficking, whether in a legal or non-legal capacity.
- Demonstrated ability to build and maintain relationships in marginalized communities, including communities of color.
- Demonstrated ability to build and maintain relationships with legal professionals, judges, educators and related community partners.
- Demonstrated commitment to SCCADVASA's core principles of collaboration, humility, leadership and credibility.

Preferred Qualifications:

- Prior experience working in a nonprofit setting or community-based organization.
- Demonstrated ability to interact with people of different cultures and backgrounds.
- Fluency in a language other than English, or other personal qualities that contribute to the program's commitment to widening access to a diverse range of survivors and partners.
- Ability to engage and collaborate on self-care and resiliency practices.
- Experience with teaching/training other professionals.
- Sense of humor, positive energy and collaborative spirit.

Salary & Benefits: This full-time position has salary range of \$60,000 - \$70,000. Benefits include health insurance (including dental and vision); 28 days of Paid Time Office to start in a culture that supports and encourages people to use their vacation time and stay home when sick; 11 paid holidays per year; 403(b) plan and up to 5% employer match after 1 year of employment; payment of SC Bar dues and CLE costs; and other professional opportunities.

Application Process: Accepted on a rolling basis but priority will be given to applicants who submit their cover letter and resume to [info@sccadvasa.org](mailto:info@sccadvasa.org) by November 15, 2021. Indicate in your cover letter if you prefer we retain your application for future consideration.

Non-discrimination: SCCADVASA is an equal opportunity employer and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.