



JOB DESCRIPTION

TITLE	VOCA Project Attorney
GRANT	TBD
GRANT PERIOD	TBD
FLSA	Exempt-Professional
REPORTS TO	Managing Attorney

BROAD PURPOSE

The VOCA Attorney is responsible for the provision of a full range of comprehensive legal assistance to adult and youth survivors of domestic violence, dating violence, sexual assault or stalking, who seek relief in legal matters arising because of that abuse or violence. The advocate should be an attorney licensed to practice in New Mexico, or eligible for admission, and shall handle cases in accordance with DNA's program guidelines, priorities, case handler standards & the Rules of Professional Conduct.

PRIMARY OBJECTIVE

- In coordination with the Director of Development, responsible for writing grant proposals that fund the project and assists with resource development. Plans, directs, and coordinates activities of the project to ensure its goals and objectives are accomplished within prescribed timeframes, available staffing and funding parameters.
 - Responsible for creating, maintaining, and reviewing project goals, and compliance therewith, including fiscal management of project budget and funds.
 - Ensures compliance with all funding-source requirements and reporting requirements.
 - Prepares project reports for DNA's Management, advisory boards, Board of Directors, client communities and others.
 - Attends management and litigation meetings.
 - Maintains an active caseload;
 - Keeps apprised of changes in the law and other issues that may affect VAWA client population, and advises the Managing Attorney and other staff of such issues.
 - Conducts and participates in training, public speaking forums, State Bar legal education forums, taskforces and other public functions on a regular basis;
 - Complies with office policies and procedures;
 - Participates in all aspects of litigation including, but not limited to, client interviews, fact investigation, legal research, discovery, preparation of correspondence and other documents, negotiations, administrative hearings, trials, and appellate work in State and Federal Courts; includes representation in abuse and neglect proceedings and juvenile cases.
 - Provides legal advice to individual clients, and general legal information to eligible community groups and the public.
 - Travels to outlying communities as needed.
 - Develops relationships with client communities, service providers and community leaders.
 - Assists clients with locating court ordered classes, or counseling.
- Coordinates case handling with paralegals and other office staff.

DNA is an equal opportunity/affirmative action employer. Preference is given to qualified Navajo and other Native American applicants.

QUALIFICATION

- JD from an accredited law school.
- Active State license and in good standing.



DNA People's Legal Services
PO Box 306
Window Rock, Arizona 86515

- Licensed Bar Attorney should be eligible for admission to the New Mexico bar on motion, or by the next examination, or by waiver. Maintain a valid attorney's license in that state practicing.
- Excellent legal research and writing skills.
- Handle high caseloads and willingness to meet personally with all clients.
- Self-sufficient, motivated, and the able to work independently.

ACKNOWLEDGMENT

I have received this job description and have determined that it accurately reflects the position and I can perform these duties.

Print Name

Signature

Date