



Connecticut Coalition Against Domestic Violence

Legal Projects Coordinator Job Description

Reports to: Director of Civil Legal Advocacy Services

Job Summary

The Legal Projects Coordinator will collaborate with the Director of Civil Legal Advocacy to oversee the operation of the Domestic Violence Civil Advocacy PBRO and legal consult projects. This position will oversee the operation, maintenance and coordination of the Pro Bono Restraining Order Project and the legal consult project. This will include project development, maintenance, compliance and management including but not limited to recruiting and training volunteer attorneys to provide legal consult and representation at restraining order hearings, referral management, liaison work, and data collection and reporting.

Specific Responsibilities

The following descriptions include essential functions of the job and does not imply that these are the only duties to be performed. Employees will be required to follow other job-related duties as deemed necessary and requested by their supervisor or management.

- Assist in the ongoing recruitment, selection, and retention of volunteer attorneys for the Pro Bono Restraining Order Project.
- Work with the Director of Training to develop training modules for the orientation of volunteer attorneys.
- Development of training programs relating to the consult project.
- Keep cases organized and confidential including establishing protocols, file organization and retention policy compliance.
- Maintain all pertinent documents related to the Pro Bono Restraining Order Project and the legal consult project
- Assist sub-contracted attorneys in fulfilment of case obligations, document retrieval, and preparation, as needed.
- Organize and track files for important transactions or case documents, including pleadings. and voluminous discovery documents; create and maintain a case-management database.
- Cultivate and preserve an accessible and respectful working environment that values mutual trust, accountability and confidentiality.

- Function as a liaison between clients, member organizations and/or outside service providers when issues or concerns arise, as needed.
- Exercise sound judgment, appropriately elevating programmatic issues up the chain of command.
- Possess an open and positive attitude towards ongoing learning and community building to include both providing and receiving support and constructive feedback.
- Work collaboratively with fellow Program Managers, Program Directors, CCADV staff and member program staff regarding the continued evaluation and development of the programs.

Qualifications

Must have:

- At minimum, a bachelor's degree in a related field— although a combination of appropriate higher educational training and work or intern/volunteer experience may be considered (i.e. two years of work experience is equal to one year of college education).
- Extensive experience and proficiency in the field of domestic violence, legal, or related human service issues.
- The ability to work with staff of diverse backgrounds, values and life experiences is required.
- Advanced interpersonal and communication skills, both written and verbal, which allow for working independently and as a team member.
- A comprehensive understanding of the services and programs of the Connecticut domestic violence providers, as well as legal and community resources
- Capacity to maintain confidential information and records and complete accurate statistical and narrative reports to be submitted in a timely fashion
- Successful completion & maintenance of domestic violence counselor certification, per CGS 52-146k
- Flexibility to travel, reliable transportation, and valid driver's license.
- Sound judgement, and strong problem-solving and organizational skills
- Initiative to accomplish tasks that drive the organization forward
- The ability to manage time and multiple projects, and collaborate effectively with a team
- Ongoing compliance with federal funding requirements including successful completion of background checks and drug screens.
- A nuanced understanding of the impacts of domestic violence on traditionally underserved and underrepresented communities and a resolve to reduce barriers and improve life circumstances.
- The ability to adapt to changing job priorities in accordance with CCADV's needs, remaining positive and open to innovative ideas and developing new skills as needed.
- The ability to support the decisions and priorities of CCADV's management and Board of Directors, accepting personal accountability in the fulfillment of CCADV's objectives and adherence to policies.
- Ability to remain in a stationary position approximately 50% of the time
 - Experience effectively maintaining a healthy work environment for staff that encourages professionalism, respect, and continuous improvement.