

Domestic Violence Attorney—Trenton, NJ

New Jersey Coalition to End Domestic Violence

Description

JOB SUMMARY:

Under the direction of the NJCEDV Staff Attorney, the Domestic Violence Attorney is responsible for responding to calls from domestic violence victims to provide legal information and support, as well as provide appropriate advice and referrals. The Domestic Violence Attorney will also assist in the management and facilitation of monthly domestic violence legal clinics provided to partnering agencies in Cumberland, Gloucester and Salem Counties. Both the hotline and clinic will focus on providing legal support to domestic violence victims in preparation for TRO/FRO hearings and emergent custody matters.

DUTIES & RESPONSIBILITIES:

This position is 35 hours per week.

Answer incoming calls to the Domestic Violence Legal Assistance Hotline.

Conduct legal interviews.

Provide legal advice regarding restraining order hearings and emergent custody matters.

Provide appropriate referrals to outside agencies and services.

Record all case data and facts into a computerized case management system.

Research legal issues as needed.

Assist with development of pro se legal education materials.

Review referrals for clinics to determine client eligibility for services.

Coordinate with partner programs to setup monthly clinics.

Coordinate with the Staff Attorney and/or pro bono attorneys in preparation for monthly clinics.

Support development of legal project, including establishment of hotline and clinics.

Evening hours required at least one to two day(s) a week.

Other duties as assigned.

Qualifications

EDUCATION & QUALIFICATIONS:

Law Degree.

New Jersey Bar admission required.

At least one year experience litigating domestic violence and general family law issues.

Demonstrated excellence in writing skills and legal research.

Ability to travel throughout NJ as needed.

Bilingual Spanish/English preferred.

Sensitivity to survivors of abuse.

Salary

This is a grant funded position through December 2017 with the possibility of renewal and an annual salary of \$50,000.

Application Information

To apply: Applicants may send their resume with a cover letter and writing sample to Deanna Dyer, NJCEDV Staff Attorney, at ddyer@njcedv.org. Please include where you located this posting in your cover letter.

Applications will be accepted on a rolling basis until filled. NJCEDV will prioritize earlier submissions.