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## Victim Services Attorney

The Virginia Victim Assistance Network (VVAN), a non-profit organization, seeks qualified applicants for a Victim Services Attorney.

The Victim Services Attorney will take leadership role to develop and implement a new Legal Services Program and to plan for its growth and evaluation. The position is full-time and supervises a part-time Legal Services Coordinator. The Victim Services Attorney reports to the Executive Director. The position will be responsible to:

### **Provide Legal Services (60 - 75% of time)**

- Provide civil and criminal legal advice over the telephone to victims of crime
- Provide legal representation on a limited case-by-case basis as prioritized and in the Richmond metropolitan area
- Provide legal services that advance crime victims' rights
- Partner with criminal justice system professionals and local Victim Assistance programs to provide legal research on behalf of crime victims

### **Conduct Public Awareness and Coordinating Activities (20 - 25% of time)**

- Advocate for victims' rights in the criminal justice system, including conducting public awareness activities for allied professional and victims of crime
- Develop and promote partnerships with allied professionals, including the development of relationships with: law schools, potential interns, pro-bono attorneys and/or attorneys who will provide services for a reduced cost/fee, and other legal assistance organizations or organizations that provide similar services
- Make referrals as appropriate to existing organizations with similar programs to not duplicate services and to maximize cooperation

### **Supervise Program Administration (10 - 15% of the Time)**

- Develop policies and protocols for the program
- Make funding recommendations for legal assistance fund
- Ensure that records and data are available for grant reporting and to track program goals and objectives
- Assist with grant reports or other publications about the program
- Attend trainings, conferences, and maintain up-to-date information about services to crime victims
- Supervise Victim Services Coordinator and law student interns
- Other duties as assigned

## Education, Skills, and Experience:

- Licensed by the Virginia State Bar, and in good standing
- At least one year of law experience preferred, with previous experience providing comprehensive legal services
- Demonstrated interest or experience working with survivors of crime and trauma
- Knowledgeable about civil matters (protective orders, custody and child support, landlord/tenant disputes, legal advice beyond what a Commonwealth's Attorney can provide)
- Knowledgeable about criminal matters (domestic and/or family violence, adult physical abuse, stalking and harassment, homicide, robbery, crimes against children)
- Knowledgeable about victims' rights matters (charging decisions, plea agreements, restitution)
- Previous experience with trauma-informed services
- High level of professional integrity, with a compassionate and empathetic manner and commitment to quality service delivery
- Ability to work with diverse groups of people and must be able to build relationships with clients that inspires confidence and trust
- Bilingual abilities preferred, but not required
- Outstanding communication skills, both written and verbal
- Exceptional organizational skills including the ability to handle a variety of work and prioritize projects
- Computer skills, including Microsoft Office Suite proficiency and legal services software

This is a full-time position, contingent upon availability of grant funds. This position is subject to a criminal and driving background check. Candidates must have the ability and means to travel as needed, and insurance on personal vehicle used is required.

The salary for the position is \$62,500 per year. A generous stipend is provided for benefits.

Apply for the position by emailing a cover letter and resume highlighting your qualifications to [cristi.lawton@vanetwork.org](mailto:cristi.lawton@vanetwork.org). Please type Victim Services Attorney in the subject line. Application materials will be reviewed as received and will be accepted until the position is filled. Only applicants selected for an interview will be contacted. **To ensure full consideration, applicants are strongly encouraged to apply by Monday, September 16, 2019.**

*The Virginia Victim Assistance Network (VVAN) is an Equal Opportunity Employer. VVAN does not discriminate on the basis of race, religion, color, sex, gender, identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.*