

**TENNESSEE COALITION TO END DOMESTIC AND SEXUAL VIOLENCE
(COALITION)
LEGAL CLINIC STAFF ATTORNEY
JOB DESCRIPTION**

This Staff Attorney position for the Coalition's Legal Clinic serves clients who are sexual assault victims. This position is responsible for providing holistic legal advice and representation to clients statewide.

Client Representation

- Provide legal advice and representation to sexual assault victims in various areas of civil and criminal law, including but not limited to: orders of protection, divorce, child custody, child support, landlord-tenant disputes, and consumer matters;
- Oversee all aspects of client case management and litigation, from intake to conclusion of the representation; and
- Assess need for referral of clients to outside attorneys for legal advice and representation if necessary.

Training and Technical Assistance:

- Provide training on legal issues related to the representation of sexual assault victims.

Communications:

- Respond to requests from other Coalition staff, staff of domestic and sexual violence programs, attorneys, judges, law enforcement, and others concerning legal issues confronting sexual violence; and
- Conduct outreach activities to insure that victims, domestic and sexual violence programs and other legal service providers are aware of the Legal Clinic's services for sexual assault victims.

Program Evaluation

- Assist with data collection and grant reports; and
- Document work and activities as required.

Meeting Attendance:

- Attend Legal Team meetings and Coalition staff meetings as required; and
- Attend trainings, conferences, and outreach meetings as needed.

Other Duties:

- Perform other duties as assigned by supervisor.

Supervision:

- Supervised by and accountable to the Coalition Legal Counsel.

Hours of Work:

- The Staff Attorney is expected to work a minimum of 37.5 hours per week with some weekend and evening work required.

Benefits and Leave:

- The Staff Attorney is entitled to all benefits and leave time as described in the personnel policies and procedures.

Qualifications:

- Law degree and license to practice law in Tennessee;
- At least two (2) years civil litigation experience with an emphasis on family law as well as familiarity with criminal law;
- Excellent research, writing, and training skills;
- Familiarity with Microsoft Word and LEXIS Law Publishing programs;
- Ability to utilize case management and database software;
- Experience working with victims of sexual assault;
- Preference given to an attorney with Spanish language proficiency;
- Ability to work with people from diverse backgrounds;
- Self starter; and
- Significant travel required.

TO APPLY:

Email letter of application and resume to:

Rebecca S. Montgomery

Legal Counsel

Tennessee Coalition to End Domestic and Sexual Violence

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