

Job Description: Family Violence Justice Grant Attorney

NATURE OF WORK	Working under the supervision of the Managing Attorney, this attorney provides advice, brief services, and/or full representation to clients who have experienced domestic violence, most often in domestic relations matters. They, along with co-workers, also conduct outreach and build and maintain relationships with community partners and organizations.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">▪ Assume an active caseload of domestic relations cases, including civil protection orders, dissolution of marriage actions, and allocation of parental responsibilities actions.▪ Provide legal advice and high-quality representation in accordance with program priorities and CLS Casehandler Standards;▪ Demonstrate patience, empathy, and common sense in all client communications, effectively managing client expectations;▪ Conduct client and witness interviews, engage in case investigation, and prepare legal documents and pleadings;▪ Maintain thorough and up-to-date records in case management systems;▪ Consult and co-counsel with other CLS attorneys and paralegals, where appropriate;▪ Effectively litigate on behalf of clients, negotiate in good faith, and ethically and diligently work on the client’s behalf;▪ Develop relationships with client-eligible communities and local partner agencies, including providers of services to survivors of domestic violence;▪ Attend program meetings, as assigned;▪ Together with domestic violence advocates and CLS staff, develop strategies for providing appropriate training of domestic violence providers and attorneys; and▪ Travel within the 20th judicial district and Broomfield County, as appropriate.
QUALIFICATIONS	Must be licensed to practice law in Colorado. Strong communication skills required for client interaction and outreach; English/Spanish bilingual ability preferred. Must have demonstrated time-management skills, the ability to reprioritize as needs shift, and basic proficiency in Office 365. Experience in domestic relations casework or working with vulnerable populations is preferred.