JOB DESCRIPTION:
YOUTH SERVICES STAFF ATTORNEY

THE ORGANIZATION:
Started in 2012, Network for Victim Recovery of DC (NVRDC) empowers victims of all crimes to achieve survivor-defined justice through a collaborative continuum of advocacy, case management and legal services. We are a growing DC nonprofit organization with a team of passionate and dedicated staff. NVRDC believes in fostering strong relationships with other DC providers in the hopes that the victim recovery process will be seamless and complete.

THE YOUTH SERVICES STAFF ATTORNEY POSITION:
NVRDC seeks a full-time staff attorney to join our Youth Services team to provide holistic, survivor-centered legal services for youth victims (ages 13-24) of dating violence, sexual assault, and stalking in DC. This attorney will work collaboratively with members of NVRDC’s Legal and Advocacy Programs to provide legal support and advocacy to youth victims of crime. This individual should understand youth culture and experiences and should be resourceful, highly organized, a team player, a critical and analytical thinker, self-reflective and self-aware, and open to growth and learning. The staff attorney will be committed to working with people from diverse cultural, linguistic, economic, educational, and vocational backgrounds to demonstrate NVRDC’s dedication to social justice and access to justice for all victims of crime in DC.

This position will report to the Managing Attorney.

BENEFITS PACKAGE:
This is a full-time (40 hours per week), FLSA exempt, at-will position with an annual compensation range of $58,000-$60,000 contingent upon experience. NVRDC offers a competitive benefits package for paid time off, contribution for the cost of health care coverage, company paid basic life insurance policy, paid federal holidays, retirement plan options with a 3% match and vesting after one year, and professional development. Additionally, NVRDC is an eligible employer for the purposes of the DC Bar Foundation’s Loan Repayment Assistance Program (LRAP).

POSITION PRIMARY RESPONSIBILITIES:
The majority of the staff attorney’s time will be spent maintaining a civil and crime victims’ rights caseload. This caseload will include representing youth ages 13 to 24 in Civil Protection Order and Anti-Stalking Order cases, campus and secondary-school Title IX and Clery Act proceedings, and in the assertion of crime victims’ rights in the criminal legal system. The staff attorney will also provide training to adults, young people, services providers, attorneys, and others who work with youth on consent, relationships, healthy communication, laws, and the dynamics and effects of dating violence, sexual assault, and stalking.
**Specific responsibilities include:**

- Assisting youth crime victims in DC with the assertion of their crime victims’ rights through legal advocacy, support, and representation;
- Providing civil legal advocacy and representation related to Civil Protection Orders and Anti-Stalking Orders for youth survivors of sexual assault, intimate partner violence, and stalking;
- Offering Title IX and Clery Act assistance for higher-education and and secondary-school youth survivors of intimate partner violence, dating violence, sexual assault, and stalking;
- Provide brief legal advice at legal clinics at youth community service providers, schools, and/or online at times and locations convenient for youth;
- Working closely with NVRDC’s Youth Services team to develop and deploy NVRDC outreach trainings;
- Provide training to a variety of adult service providers and young people on their right to a safe relationship, consent, healthy communication, laws, and the dynamics and effects of dating violence, sexual assault, and stalking;
- Maintaining accurate case records and responsibility for project specific grant reporting, data tracking, and evaluation;
- Working closely with law enforcement agencies, schools, health and welfare agencies, and community partners;
- Representing NVRDC within the victim services and legal communities;
- Continuing to grow and seek professional development opportunities for the position and organization; and
- Performing virtual and onsite intakes, staffing brief advice clinics, or other duties as needed.

**QUALIFICATIONS:**

**Required Qualifications:**

- Be a DC Bar member or have a pending application for admission by motion to the DC Bar under Rules 46(d)(3), 46(e)(3)(A), or Rule 46(e)(3)(B);
- Possess a demonstrated desire to work with youth crime victims;
- Possess a passion and interest for helping youth build skills related to safe relationships, including consent, communication, and safety education.
- Possess a demonstrated knowledge and/or commitment to providing representation to survivors of sexual assault, intimate partner violence, and stalking in Civil Protection Order proceedings;
- Possess a demonstrated knowledge and/or commitment to providing representation for campus survivors of sexual assault, intimate partner/dating violence, and stalking seeking Title IX accommodations and campus student conduct hearing assistance;
- Have strong oral and written communications skills;
- Have a reputation for integrity, dependability, and professionalism.
Desirable Qualifications

- Judicial clerkship or law school clinical experience;
- Knowledge of victim services available within DC;
- Experience working with marginalized and underserved communities;
- Experience working with crime victims; and
- Experience providing legal services to crime victims.

What success means in this position:
After 60 days, you will be familiar with NVRDC’s legal services, understand our client intake and onboarding process, have learned and demonstrated the ability to conduct intakes in a professional, empathetic, and empowering manner, and have started providing brief advice to a number of youth clients. You will have completed training in the areas of Civil Protection Orders and Anti-Stalking Orders, representing survivors in campus-based proceedings, and asserting the rights of crime victims in criminal investigations and proceedings in DC Superior Court. You will regularly attend Youth Services and Legal Program team meetings and understand the deliverables required of your positions’ funding. You will meet weekly with your supervisor.

After 120 days, you will have a moderately-sized caseload and will be providing legal advice, brief services, and representation to youth crime victims in NVRDC’s three major areas of legal practice. You will be receiving support in your cases as you gain the skills and experience necessary to effectively and zealously advocate for youth survivors. You will be participating in regular NVRDC Youth Services legal clinics and outreach events.

PHYSICAL DEMANDS:
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compliance with partner/affiliate policy may be required to fulfill core duties detailed in your job description. Such partners/affiliates may include but are not limited to District and Federal Court systems, MedStar Washington Hospital Center, Metropolitan Police Department, DCFNE and the like. Such directives may include but are not limited to use of personal protective equipment, health testing such as Tuberculosis screening, flu and COVID vaccine requirements, and other directives as determined by NVRDC’s Executive Director when necessary to keep staff, clients, and partners safe and healthy.

It is anticipated that this position will require a hybrid of in person work at the NVRDC office, in court, at the hospital, on-scene, at outreach events, staff meetings, trainings, fundraising events, partnership meetings, or other locations and telework.
Additionally, this position requires residency within the DC region as defined by the ability to consistently respond in person as part of the core job function of this role.

**HOW TO APPLY:**
Individuals of color, survivors of crime, and LGBTQ+ individuals are encouraged to apply. NVRDC is an equal opportunity employer and does not discriminate against employees or applicants for employment on the basis of an individual’s race, color, religion, creed, sex, national origin, gender identity, sexual orientation, age, disability, marital status, veteran status, or status as a victim of sexual or domestic violence or stalking, or any other status protected by applicable federal and District of Columbia laws. Reasonable accommodations are available to qualified applicants upon request. Auxiliary aids and services are available in alternative formats.

All offers of employment are contingent upon clear result of a background check. Background checks are conducted on all final candidates and up to an annual recurrence as determined by program compliance and the Executive Director.

NVRDC implements a redacted recruitment process for the hiring of positions. Identifiers of above statuses, and any other status protected by applicable federal and District of Columbia laws, are redacted prior to application review by the hiring team. There will be a rolling interview process, we encourage interested candidates to apply early using the below guidelines.

Please note that NVRDC will only consider applicants who are current members of the DC Bar or who have a pending application for admission by motion to the DC Bar under Rules 46(d)(3), 46(e)(3)(A), or Rule 46(e)(3)(B). Applicants who fail to meet this requirement will not be considered.

**Please follow these specific instructions for submitting your application:**

1. Email your resume and cover letter in PDF format to careers@nvrdc.org by 11:59 pm on February 6, 2022. Only emailed submissions will be accepted.
2. Use the subject line: “Youth Services Staff Attorney Application, [your last name]
3. In the body of the email, copy and paste these questions and add your answer to each question below in a “yes” or “no” format. It is not acceptable to write “See Resume” in response to these questions.

   a. Are you a DC-barred attorney (or have a DC Bar application currently pending for admission by motion to the DC Bar under rules 46(d)(3), 46(e)(3)(A), or 46(e)(3)(b))?
   b. Are you authorized to work in the United States?
   c. Will you now or in the future require work authorization?
d. If offered the position, would you be able to start within approximately two weeks of receiving an offer?

Due to the volume of applicants, we will only contact individuals invited to interview.

NVRDC values and embraces diversity and equal opportunity and is dedicated to offering welcoming programmatic, attitudinal, and physical environments that enable diverse populations to freely access our facility and its services. NVRDC is committed to compliance with the Americans with Disabilities Act (ADA) and to the fair and equal treatment of all individuals with disabilities as prescribed by this law, whether they are clients, employees, or volunteers.