

**JOB DESCRIPTION:
BILINGUAL STAFF ATTORNEY (SPANISH)**

THE ORGANIZATION:

Network for Victim Recovery of DC ([NVRDC](http://www.nvrdc.org)) started in 2012. We create equitable healing and dignified experiences for survivors of crime by providing free, trauma-informed advocacy, therapeutic, and legal services in conjunction with strategic litigation, policy advocacy, and education to transform existing responses to harm.

THE BILINGUAL STAFF ATTORNEY POSITION:

NVRDC seeks a full-time staff attorney who is proficient in Spanish to advocate for and represent victims of crime in DC. NVRDC seeks a full-time staff attorney to join NVRDC's Legal Program team to provide holistic, survivor-centered legal services for victims of crime in the District. This attorney will work collaboratively with members of NVRDC's Legal and Advocacy Programs to provide legal support and advocacy to victims of crime. This individual 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.

BENEFITS PACKAGE:

This is a full-time (35 hours per week), FLSA exempt, at-will position with an annual compensation range of \$64,000-\$68,000 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.

POSITION PRIMARY RESPONSIBILITIES:

The majority of the staff attorney's time will be spent maintaining a civil caseload that will consist of full representation, brief services, and brief advice cases. This caseload will include representing survivors of intimate partner and dating violence, sexual violence, and stalking in Civil Protection Order and Anti-Stalking Order cases and campus and Title IX and Clery Act proceedings. The caseload will also consist of representing crime victims in the assertion of their rights in the criminal legal system.

Specific responsibilities include:

- Providing civil legal advocacy and representation related to Civil Protection Orders and Anti-Stalking Orders for survivors of sexual assault, intimate partner violence, dating violence, and stalking;

- Representing student survivors of intimate partner violence, dating violence, sexual assault, and stalking in Title IX and Clery Act proceedings;
- Assisting victims in DC with the assertion of their crime victims' rights in criminal investigations and DC Superior Court criminal proceedings;
- Screening Spanish-speaking survivors of all crime for legal and advocacy needs;
- Working closely with NVRDC's Advocacy Program staff to provide holistic support to NVRDC clients;
- Performing virtual and onsite intakes and staffing brief advice clinics, including at Washington Hospital Center and other community clinic locations;
- Representing NVRDC at outreach events and conducting trainings to various communities, allied professionals, and other entities;
- Maintaining accurate case records and responsibility for project specific grant reporting, data tracking, and evaluation;
- Representing NVRDC within the victim services and legal communities;
- Continuing to grow and seek professional development opportunities for the position and organization; and
- Performing other duties as needed.

Required Qualifications:

Candidates must possess the following qualifications in order to be considered for the position:

- 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);
- Proficiency in written and spoken Spanish* with the ability to provide legal advice and assistance in Spanish;
- A demonstrated desire to work with crime victims;
- A demonstrated knowledge and/or commitment to providing representation to survivors of sexual assault, intimate partner violence, and stalking in Civil Protection Order proceedings;
- 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;
- Strong oral and written communications skills;
- A reputation for integrity, dependability, and professionalism.

Desirable Qualifications

The following qualifications are desired for the ideal candidate:

- 1 to 2 years experience in trial litigation (clinic experience or trial advocacy coursework will be considered);
- 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 NVRDC legal clients. You will have completed training in the areas of Civil Protection Orders and Anti-Stalking Orders, representing survivors in campus-based proceedings, and have made significant progress in your training on asserting the rights of crime victims in criminal investigations and proceedings in DC Superior Court. You will regularly attend Legal Program team meetings and understand the deliverables required of your position’s funding. You will meet weekly with your supervisor. You will be knowledgeable in the expectations regarding your relationship with the advocates assigned to your cases.

After 120 days, you will have a moderately-sized to full caseload and will be providing legal advice, brief services, and representation to 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 crime victims. You will be engaging in regular communication with the NVRDC advocates assigned to your cases.

*Candidates who make the final round of interview will be subject to oral and written proficiency tests.

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. Only emailed submissions will be accepted. Applications will be accepted on a rolling basis.
2. Use the subject line: “Bilingual 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.
 - i. Are you a DC-barred attorney? If not, have you applied for membership to the DC Bar?
 - ii. Are you authorized to work in the United States?
 - iii. Will you now or in the future require work authorization?



- iv. 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.