

# **TN Coalition Against Domestic & Sexual Violence has 2 job openings**

The Tennessee Coalition Against Domestic & Sexual Violence seeks to fill two job vacancies.

## **LEGAL CLINIC LEGAL SECRETARY**

### **JOB DESCRIPTION**

This Legal Secretary position for the Coalition's Legal Clinic is responsible for assisting with maintaining the daily functioning of the Legal Clinic's service provision to clients who are sexual assault victims. Specific duties for the position will include, but are not limited to:

#### **Resource Management:**

- Assist in collecting data, organizing and maintaining legal database; and
- Maintain Legal Clinic supplies needed in representation of sexual assault clients.

#### **Communications:**

- Responsible for in-coming and outgoing Legal Clinic mail related to sexual assault clients;
- Supporting Coalition office manager in answering and routing Coalition phone calls;
- Receiving Legal Clinic clients and Coalition visitors upon entering the office;
- Responsible for answering and routing Legal Clinic phone calls;
- Assist staff attorneys representing sexual assault clients with document preparation;
- Assist in language interpretation for Latino sexual assault clients in both phone calls and meetings;
- Assist in document translation for Latino sexual assault clients; and

- Process correspondence and requests.

### **Program Evaluation**

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

### **Meeting Attendance:**

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

### **Other Duties:**

Assist with client intakes as needed; and

Perform other duties as assigned.

### **Supervision:**

Supervised by and accountable to the Legal Clinic Staff Attorney.

### **Hours of Work:**

The Legal Secretary is an exempt position. It is expected that the workload will be completed within 37.5 hours per week. Some weekend and evening work will be required.

### **Benefits and Leave:**

The Legal Secretary is entitled to all benefits and leave time as described in the personnel policies and procedures.

### **Qualifications:**

- Consistent punctual attendance;
- Minimum 1 year experience in secretarial or administrative experience, preferably in the legal field;
- Good oral and written communication skills;
- Fluent in Spanish;
- Excellent computer processing skills;
- Ability to work with people from diverse backgrounds;

- Self starter;
- Ability to prioritize and complete tasks in a timely manner;
- Excellent organizational skills with attention to detail; and
- Preference given to experience in working with sexual assault victims.

*The Coalition is an equal opportunity employer.*

Job Type: Full-time

Contact Information and Procedure: Please submit resume and cover letter by email only.

Email: [rmontgomery@tncoalition.org](mailto:rmontgomery@tncoalition.org)

Website: <http://tncoalition.org>

## **LEGAL CLINIC VICTIM ADVOCATE**

### **JOB DESCRIPTION**

This Victim Advocate position for the Coalition's Legal Clinic is responsible for assisting the Legal Clinic staff attorneys in representation of sexual assault victims. This position is grant funded for three years. Specific duties include:

#### **Client Representation**

- Assist attorneys in providing legal assistance to sexual assault victims;
- Conduct intake for referred clients;
- Perform a safety needs assessment on referred clients;
- Make referrals for resources needed to increase victim safety;
- Work directly with sexual assault programs as may be necessary to facilitate legal representation for sexual assault clients;
- Assist in language interpretation for Latino sexual assault clients in both phone calls and meetings;
- Assist in document translation for Latino sexual assault clients; and
- Work with clients in collecting and managing data related to the clients.

#### **Training and Technical Assistance:**

- Provide technical assistance to advocates providing services to sexual assault victims; and
- Assist in providing training on legal advocacy issues related to sexual assault victims.

### **Communications:**

- Assist the attorneys and the Coalition Legal Counsel in responding to requests from other Coalition staff, staff of sexual violence programs, attorneys, judges, law enforcement, and others concerning legal issues confronting sexual assault victims;
- Assist in collecting and managing data related to clients;
- Assist in Legal Clinic outreach activities to insure sexual assault victims, domestic and sexual violence programs and other legal service providers are aware of the Legal Clinic's services for sexual assault victims; and
- Assist with data collection and grant reports.

### **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 Legal Clinic Staff Attorney.

### **Hours of Work:**

- The Victim Advocate position is an exempt position. It is expected that the workload will be completed within 37.5 hours per week with some weekend and evening work required.

### **Benefits and Leave:**

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

## **Qualifications:**

- Knowledge of and experience in working with sexual-assault victims;
- Excellent communication, writing, and training skills;
- Fluency in Spanish;
- Proficiency with Microsoft Word;
- Ability to utilize case management and database software;
- Ability to work with people from diverse backgrounds;
- Self starter; and
- Some travel required.

*The Coalition is an equal opportunity employer.*

Job Type: Full-time

Contact Information and Procedure: Resume & Cover letter by email only.

Email: [rmontgomery@tncoalition.org](mailto:rmontgomery@tncoalition.org)

Website: <http://www.tncoalition.org>

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