



POSITION DESCRIPTION

Paralegal

Type of Position: Part-Time (20 hours/week), Exempt
Work Site: Main Office
Supervisor: Executive Director

Purpose: Survivors have access to specialized legal representation.

Outcomes:

1. Prospective Legal Clinic clients experience an efficient and trauma informed intake process.
2. The Network Legal Clinic attorneys and clients receive administrative support.
3. The Legal Clinic provides legal representation to survivors according to grant expectations.
4. All funding reports and requirements are met.
5. The Legal Clinical operates using functional systems and tools.

Strategies:

- Provide administrative support to Legal Clinic attorneys.
- Coordinate the activities in accordance with grant requirements.
- Conduct trauma-informed intakes and manage client assignments and flow.
- Collaborate to distribute cases and monitor the disposition of cases within the legal clinic.
- Actively engage Member Organizations to inform the legal clinic.
- Meet with project attorneys and maintain on-going contact with them.
- Support Member Organizations in their efforts to recruit project attorneys.

Additional Activities:

- Manifest in daily activities the core values of the organization.
- Use the Network's principles for Constructive Communication.
- Engage Member Organizations and the diverse voices of survivors, their families and communities to inform all activities.
- Represent the Vermont Network at statewide and national events or conferences as requested by the Executive Director.
- Participate in organizational development activities.

- Participate in efforts to achieve organizational goals for addressing racism and the intersection of racism with other forms of oppression.

Qualifications:

- Any combination of experience and education equal to a Bachelors or Arts or Science Degree in one of the human services or related fields.
- In depth knowledge of legal issues pertinent to survivors of domestic and sexual violence in Vermont.
- A demonstrated commitment to anti-oppression work and ending gender-based violence.
- A minimum of four years volunteer or professional experience in a field relative to the position.
- Ability and commitment to work within a team model to achieve organizational goals.
- Excellent verbal and written communication skills.

The Vermont Network strives to build a diverse and inclusive community. We believe that in order to support our community and efforts to meet the needs of survivors and change the ways in which we all think about and address domestic and sexual violence, we as an organization must honor the cultures, beliefs, and values of those we serve, and to foster and environment of mutual respect, acceptance and equal opportunity.

We are committed to building and maintaining a multi-cultural and diverse work environment which reflects diversity that exists among the people of Vermont.

The Vermont Network Against Domestic and Sexual Violence does not discriminate on the basis of race, gender, sexual orientation, religion, age, ability, or national origin.