



Legal Assistance Program Coordinator **Full time, Exempt Position**

Job Description

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence-free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is the expectation that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of equitable and inclusive work culture based on the vision, purpose and values of our Diversity, Equity and Inclusion Strategic Action Plan, that is the foundation for all our work.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

- Assist with new case screening, approval and attorney assignment.
- Provide support to Ohio domestic violence/sexual assault advocates throughout the application process of ODVN's Legal Assistance Program.
- Provide limited phone-based advocacy, safety planning and support to survivors who do not have access to a local advocate.
- Track open cases to ensure survivors are linked to attorneys and utilizing services. Trouble shoot problems with case assignment.
- Provide responsive technical assistance to advocates at their request and pro-active technical assistance to advocates by developing and/or disseminating best practice guides, tip sheets and other materials.
- Maintain an organized bank of reference materials for advocates and attorneys on topics related to survivors involved in litigation (i.e. custody, immigration, housing, divorce, employment, etc.)
- Assist with the development of e-learning modules on legal advocacy issues.
- Maintain a specialized document bank for contract attorneys with appellate decisions, model briefs and motions, and other support materials, to support efficient and non-duplicative work on cases in coordination with the ODVN Staff Attorney.
- Manage data and data entry for program funding reports.
- Prepare regular reports on program activities.
- Assist with case billing.
- Attend monthly staff meetings, trainings, meetings of organizational teams and external committees as requested.

- Assist with special event planning and public awareness activities as requested.
- Performs other duties as assigned by the Legal Assistance Program Director.
- This position will be supervised by the Legal Assistance Program Director.

Key Competencies and Requirements:

- At least three (3) years relevant experience in the field of domestic violence, sexual violence, human trafficking, child welfare, child/youth trauma, community collaboration, anti-oppression or social justice work, legal services, or any combination thereof
- Demonstrated strong writing skills
- Demonstrated commitment to survivor-centered advocacy and social justice
- Proficiency in Excel, Word preferred
- Demonstrated strong organizational and communication skills
- Demonstrated ability to manage multiple tasks and deadlines and work independently
- The willingness and ability to travel to in state and out-of-state meetings and conferences 3-4 times per year

Compensation: ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; other health insurance policies at low costs to employees such as dental, vision, and short term disability; Health Savings Account, Flexible Spending Account, retirement plan after one year of employment; and a generous and flexible accrued paid time off benefit.

Salary for this position will be based on experience.

Location: Columbus, Ohio with potential for remote teleworking to be determined. Candidates living in central Ohio or willing to relocate to central Ohio preferred.

Application Process:

We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

To apply: Please submit a resume with a cover letter or equivalent, to Bernadette Rieger, Legal Assistance Program Director at bernadetter@odvn.org. Please do not submit anything by mail. No telephone inquiries please.

The review of applications will begin immediately. **Scheduling of initial interviews of first round candidates will begin the week of January 4, 2022** progressing until a qualified applicant is hired.

ODVN is an Equal Opportunity Employer

ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by:

- *Welcoming diverse people and perspectives*
- *Focusing on areas of inclusion via advocacy, training and leadership*