# Associate Attorney

**Employer:** End Domestic Abuse Wisconsin ? RISE Law Center

**POSITION SUMMARY:** RISE Law Center of End Domestic Abuse Wisconsin is seeking an associate attorney to provide direct legal services to underrepresented populations, particularly immigrant and refugee survivors of domestic violence and/or sexual assault. Using a trauma informed approach, the attorney will provide legal representation in immigration matters, protection orders and family law as well as provide legal training and technical assistance to partner agencies.

**PRIMARY RESPONSIBILITIES:**

**A. Legal representation of victims and survivors of domestic and/or sexual violence**

- Provide representation to clients in immigration applications, interviews and court proceedings including, but not limited to: U & T Visa Petitions, VAWA & Family Based Petitions, Deferred Action for Childhood Arrivals, Asylum, Adjustment of Status and other related immigration matters
- Provide representation to clients in family law matters, including, but not limited to: divorce, legal separation, annulment, custody and placement, paternity, child support, property division and other related matters
- Provide representation to clients in domestic abuse injunction hearings and other protection orders, as well as coordinate appropriate safety measures with the court
- Perform client intakes, assess client?s legal issues, provide informed legal advice and recommendations to client and identify differing strategies based on client?s specific circumstances and needs
- Research and prepare legal documents, including pleadings, motions, orders, stipulations, legal memoranda, briefs, and immigration forms
- Understand and keep current with courtroom decorum and policies as well as local court rules
- Represent clients in court appearances, including evidentiary hearings, status conferences and trials, in order to advocate for clients? best interests, telephonically and in person both in immigration proceedings and circuit courts in varying counties
- Collaborate with other attorneys, interns, and staff at RISE and End Abuse
- Train and coordinate interns, volunteer attorneys and law students providing case management and client representation

**B. Commitment to Domestic Violence and Sexual Assault Agencies (Project Partners)**

- Receive and process referrals from/to project partner agencies
- Provide training and legal technical assistance to advocates
- Organize, attend and support RISE training sessions and events
- Collaborate with culturally specific programs to provide cultural awareness and competency trainings to project partners
- Maintain and develop skills and knowledge by attending training; especially as it relates to victimization and trauma, intimate partner violence and sexual violence
- Promote and maintain professional relationships with partner agencies
- Attend RISE and End Abuse meetings

**C. Administrative**

- Perform conflicts checks, open and close files, keep electronic and paper files organized
- Keep track of deadlines, time and billable hours
- Organize and build case load as well as maintain client base
- Maintain accurate and up to date client, program and agency records, including statistics and case tracking, and assist with grant writing and reporting as needed
- Answer phones, take messages, mail, copy, scan, fax, and perform other office administrative duties as needed

**EDUCATION/EXPERIENCE/QUALIFICATIONS:**

An ideal candidate will have a passion for social justice work particularly empowering survivors and ensuring meaningful access to the legal system for immigrants and refugees. This person should be cognizant of the needs of victims and have the ability to work closely with others to provide holistic supportive services to clients. The strongest candidate for this position would be someone who is driven, responsible, empathetic, supportive, encouraging and enthusiastic about the goals and success of RISE Law Center.

**Required Qualifications:**

- Juris Doctorate from an accredited law school
- Licensed, active and in good standing, by the Wisconsin State Bar
- Valid driver?s license and insurance and/or access to reliable transportation
- Ability to assimilate and analyze facts and build legal strategies on a case-by-case basis
- Excellent written and verbal communication and advocacy skills
- Adept in Microsoft Office products including Word, Excel, Outlook

**Preferred Qualifications:**

- Experience working with survivors or with a demonstrated understanding of dynamics of sexual assault and domestic violence is preferred
- Experience working with traditionally underserved populations is a plus
- Must be comfortable working with individuals with limited English proficiency
- Spanish or Hmong language fluency is preferred

We encourage applications from all qualified individuals and value a diverse workforce and an inclusive environment.

**Salary Range:** $32,000- $42,000 (dependent on experience and qualifications)

**Other Compensation:** End Domestic Abuse Wisconsin offers an extensive compensation package including salary, paid time off (3 weeks vacation, sick time, personal time, and holidays), short and long term disability, life insurance, 401k with company match, and flexible benefit (currently 10K for 40 hr/week employees) to be applied toward health, dental, vision, 401k and/or salary.

**Application Due Date:** Applications received by **February 24, 2014** will be given full consideration. The position will remain open until filled. Interviews will be conducted on a rolling basis starting the week of March 10, 2014 until the position is filled. Apply early for full consideration.

**If you wish to apply for this position, please submit a complete application package, including:**

- The END ABUSE application form (attached below);
- A current resume;
- A cover letter;
- A one-page essay describing your understanding of domestic violence;
- Information about how to contact you for an interview.

*To be considered for this position, you must include all of the above listed information.*

Please send your complete application to: End Domestic Abuse Wisconsin/HIRING COMMITTEE - 1245 E Washington Ave, Suite 150, Madison, WI 53703 OR Email to: apply@wcadv.org OR Fax to: 608.255.3560

*End Domestic Abuse Wisconsin is an equal opportunity/affirmative action employer committed to diversity, empowerment and social justice.*

**Download:**
Fillable Employment App 2014.pdf

RISE Attorney Job Description Final 2014.docx
**Deadline for applications:** February 24, 2014
**Go live:**
January 14, 2014
**Contact:** Julie Fisher

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