



Job Title	Victim Assistance Attorney
Department	Legal Services
Reports to	Managing Victim Services Attorney
Updated	4-2022

This position provides legal and criminal justice system advocacy services for victims and families served by Mosaic Georgia.

POSITION SUMMARY

The Victim Assistance Attorney provides comprehensive legal services for victims of sexual assault, domestic violence and stalking, including assessment, referral, legal consultation and direct representation on a broad range of non-tort legal matters-including but not limited to privacy issues, housing and employment concerns, temporary protective order hearings, education, financial matters, immigration and family law.

The Attorney will also provide direct legal assistance, intake and representation to sexual assault, domestic violence and stalking victims. This includes (but is not limited to) representation in the areas of privacy, filing temporary protective orders, employment, housing, education, immigration, financial assistance and family law.

This is a full-time position. Ability to provide services in languages other than English is a plus.

Responsibilities

- Provide and/or coordinate direct legal advocacy for victims and families victimized by incidents of interpersonal violent crimes as governed and defined by the federal Office of Victim's of Crime and the federal Victim's of Crime Act and the Violence Against Women Reauthorization Act.
- Provide general support to Director of Legal Services in case management duties and responsibilities. Prepare legal documents, forms, applications and supporting documents for clients. Conduct case assessments and intake to identify civil issues and all potential courses of actions to recommend to victim. Communicate case management and status regularly, review cases with Director of Legal Services and seek assistance when needed.
- Research statutes, regulations and case law; analyze their applicability to cases; utilize research to full extent on behalf of victim. Conduct investigations including the request for records and gathering and analyzing relevant facts, evidence and information to appropriately advocate for victims. According to agency policies and procedures, maintain complete and accurate records throughout investigations; prepare memoranda and case reports; maintain security of confidential records.
- Provide client specific advocacy to meet identified client needs, such as contacts with other service providers, law enforcement, attorney referrals and others. Act as a liaison and a personal advocate for victims in court proceedings. Explain to the victim as necessary, the meaning of unfamiliar legal terms, help the victim understand the legal process, and advocate for certain actions or responses with prosecutors, law enforcement, attorneys, and probation officers as requested by the victim.

Instruct, guide, and advise victim within the limits of the law and the advocate's professional credentials and knowledge.

- Conduct in-depth client intake interviews by phone and in-person. Interview victims to gather and clarify information. Educate, inform and work with the victim and families to ensure their understanding of the Georgia and/ or federal Crime Victim's Bill of Rights and all aspects of the criminal justice system. Assist in all interagency communications as necessary and appropriate.
- Assist victim in safety planning, identifying options and problem solving. Aid victim in filing temporary or permanent orders of protection and accompany victim to ex parte hearing if possible.
- As needed, staff crisis line, assist with follow up telephone calls, and provide legal consultation and referrals for crisis line callers. Assist advocates with crisis intervention and victim/family advocacy/interpretation when needed.
- Assist victims with information and preparation of the Georgia Crime Victim Compensation application and/ or out-of-state applications with appropriate state administrative coordination. Provide follow-up assistance with victims/ families on the status of compensation qualifications and reimbursement process.
- Coordinate and support the timely collection of service data; all mandated statistical reports; and performance measures/ outcomes; and related information/ data. Maintain timely case (tracking) dispositions with law enforcement agencies of appropriate jurisdiction. Participate in all multi-disciplinary team case reviews and meetings.
- Successfully complete the primary Mosaic Georgia Direct-Service Volunteer Training program and all other professional or advanced trainings as required by the Executive Director. Participate in the monthly staff/ SANE/ & Volunteer-Advocate staff meetings and continuous education components. Assist with preparation and/ or provide delivery of training as requested by the Executive Director for Mosaic Georgia staff; Volunteer Advocates; counseling staff or SANE-SAE's staff or contractors; and/ or other professional trainings.
- Represent Mosaic Georgia in civic, community or related forums as requested.
- Attend regularly scheduled staff meetings. Utilize all designated communication forms as requested for personnel or other documentation requirements, including timely completion of all Contact Sheets pertaining to any victim services.
- Remain in good standing with the Georgia State Bar. Maintain client privilege and confidentiality as governed by the Georgia Rules of Professional Conduct. Adhere to all ethical rules and obligations to clients, the judicial system and the public as provided by the Georgia Rules of Professional Conduct.
- As with all other Mosaic Georgia staff positions, the Victim Assistance Attorney will provide all services and/ or assistance to ensure timely, efficient and professional services to Mosaic Georgia clients, families, staff and the public and other duties as assigned. The Victim Assistance Attorney will further perform in a manner, which responsibly provides for a safe and healthy environment.

Qualifications

Education

- Juris Doctorate. An attorney in good standing with the Georgia State Bar.

Knowledge & Skills:

- Demonstrate computer, clerical, administrative, and organization skills and compliance. Maintain compliance with all data management and information technology systems and relative requirements and practices. Perform with competence the utilization of all PC Windows software including: Excel; Word; PowerPoint; Adobe. This shall also include all customized data management systems designated for sensitive case management records.

- Prefer direct-victim service volunteer or direct-work experience in Violence Against Women Issues and/ or sexual assault/ domestic violence.
- Possess a working knowledge of legal advocacy issues and violent victimization including Violence Against Women.
- Knowledge of Georgia law, federal guidelines and standards of response and care relative to VAW services and programs.
- Specific knowledge of Georgia Victim's of Crime Bill of Rights and related national; state and community protocols.