



Job Title	Managing Attorney, Victim Services
Department	Legal Services
Reports to	Deputy Director
Updated	9-2023

BACKGROUND

As the Sexual Assault & Children’s Advocacy Center serving Gwinnett and Rockdale Counties, Mosaic Georgia provides 24/7 response to disclosures of rape, sexual assault and sexual abuse for people of all ages. Acute services include: 24/7 Crisis Line, Sexual Assault Response Team (SART) Coordination, Forensic Interviews, Forensic Medical Exams, and Counseling support. Advocates connect clients to after-care support services including counseling, support groups, legal services, and legal/housing navigation.

Our non-profit legal services team informs and represents victims of sexual violence in a variety of civil legal matters including family, housing, education, employment, and consumer law. Services are provided at no cost to clients.

POSITION SUMMARY

The Managing Attorney is responsible for the quality and smooth operation of the victim assistance civil legal services provided by Mosaic Georgia. Leads a team of one attorney, paralegal, legal navigator, and interns/externs from law schools. 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.

Key services under purview include: crisis legal guidance, legal screening & assessment of civil legal needs, legal information & process explanations, legal consultations & advice, support during criminal justice process, safety planning and direct attorney representation on civil legal issues related to sexual violence. This includes (but is not limited to) legal advocacy in the areas of privacy, filing temporary protective orders, employment, housing, education, immigration, financial assistance and family law.

This is a highly collaborative position that works closely with victims/ families; law enforcement agencies; the district attorney’s office; and the courts. The Attorney will also provide outreach and training on agency services and programs and/ or coordinate other professional training for forensic-medical services and law enforcement professional training as provided by Mosaic Georgia.

This is a full-time exempt position and reports to the Deputy Director.

SUPERVISION & STAFF DEVELOPMENT:

Leads and manages the attorney(s), paralegal/legal advocate, legal navigator, and law student interns/externs.

- Responsible for supporting a work culture of cooperation and support within the department and across the organization.
- Recruit, hire, train, and retain talented, compassionate people for the various roles in this department.
- Facilitate regular team meetings that foster learning, support, and healthy communication and collaboration.

- Perform regular performance evaluations with staff and co-author professional development plans for each person.
- Monitor continuing education for all staff and volunteers in this department.
- Balance training needs of the center with goals of employees and annual training budget. Mentor, assign and oversee training and workload of legal interns, externs and volunteers. Train, provide on-going support, and communicate with contract and pro bono attorneys.

OPERATIONS & QUALITY ASSURANCE:

- Ensure timely, effective response to all referrals and requests for assistance.
- Ensure case management, client intake, disposition tracking, and data-management for all clients are accurately and timely documented in JusticeServer, Caseworthy and Collaborate as appropriate.
- 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.
- Prepare and submit complete, accurate and timely statistical/ data and information reports (i.e., LAV) as it pertains to local, state, federal or other designated agency funders; government directives; or other.

INTER-DEPARTMENT COOPERATION & MDT:

- Work closely with leaders of other programs (forensic medical care, advocacy & forensic interviews, counseling, professional education, training & outreach) on program process improvements with positive communications.
- Collaborate and communicate routinely with multi-disciplinary professionals/ agencies and Sexual Assault Response Teams.

EXTERNAL COLLABORATIONS:

- Protect all appropriate considerations that pertain to confidentiality; advocate privilege; mandatory reporting of child abuse, informed consent; and release of information and/ or communications with collaborative service provider agencies.
- Collaborate and communicate routinely with multi-disciplinary professionals/ agencies and participate in all Child Protection Protocol Committees; Sexual Assault Response Team Protocol Committees; Child Fatality Review Committees; and other committees or representation as requested by the Executive Director. Protect all appropriate considerations that pertain to confidentiality; advocate privilege; mandatory reporting of child abuse; informed consent; and release of information and/ or communications with collaborative service provider agencies.

SUBPOENAS & RECORDS REQUESTS:

Oversee the preparation of Mosaic Georgia court related documents re: Mosaic Georgia records requests and staff subpoenas including photo-documentation. The Attorney will also provide preliminary support for fact/ expert witnesses and staff subpoena coordination and management.

- Coordinate and manage all aspects of subpoena reports re: Mosaic Georgia staff and/ or SANE-SAE's. This includes compliance with communication protocols with respective district attorney's Victim-Witness personnel and/or Victim Advocates. Initiate and maintain regular communication with assigned Assistant District Attorneys as it pertains to case management issues and related court calendar schedules. Provide written and verbal communication to SANE-SAE's re: all pending subpoenas, case dispositions/ court actions and subsequent verdicts.

LEGAL SERVICES:

- Provide comprehensive legal advocacy for victims of sexual assault, domestic violence and stalking, including assessment, advocacy and referral on a broad range of legal matters-including but not limited to privacy issues, housing and employment concerns, temporary protective order hearings, education, financial matters, and immigration.
- Conduct case assessments and intake to identify civil issues and all potential courses of actions to recommend to victim.

Working with the paralegal, legal navigator, attorney, to ensure timely response for victims requesting follow-up assistance with (but not limited to) the following:

- criminal investigation status, support with law enforcement/ district attorney's office/ courts/ medical communications or accessibility;
- offender or witness line-up/ identity accompaniment;
- personal or family advocacy;
- civil litigation referrals and follow-through;
- criminal/ civil/ family court hearings; court schedules, etc. This includes court accompaniment to the degree possible.
- Assist in preparing legal documents, forms, applications and supporting documents for clients.

CRIME VICTIMS COMPENSATION:

The Attorney will coordinate and provide direct assistance for victims and families with all aspects of Georgia or out-of-state violent crime victim's compensation application/s and status changes.

- 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. Serve as interagency liaison with the Criminal Justice Coordinating Council Crime Victim's Compensation board in assistance with static applications and/ or appeals.

SPECIAL PROJECTS

- 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.
- Routinely examine existing Mosaic Georgia policies and procedures with regard to all agency reports and contents. This includes: victim-patient consents; family consents; agency policies and procedures for compliance with federal, state laws and protocols; in addition to compliance with all professional standards or "best practices" as governed by membership or standards of response and care.
 - 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.

Qualifications

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

- Experience successfully managing staff, including supervising and mentoring attorneys.
- Excellent interpersonal, communication, and organizational skills to foster culture of collaboration.
- Excellent legal writing and oral advocacy skills.
- Prefer 5+ years direct-work experience in Violence Against Women Issues and/ or sexual assault/ domestic violence.

- 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.
- Possess knowledge of: Mosaic Georgia protocols/ policies; interagency community protocols and related resources; an extensive knowledge of the criminal justice system; Georgia courts; federal courts including court related policies, practices and procedures.
- In the event of less than 5 years, Managing Attorney will receive mentor support from contract supervising attorney.

EOE. It is the policy of Mosaic Georgia, Inc., not to discriminate against any applicant on the basis of race, ethnicity, color, religion, age, sexual orientation or identity, national origin, legally protected disabilities or veteran status.