

## **JOB POSTING JCADA Paralegal**

### **Organization Summary**

For over 20 years, JCADA has served the Greater Washington, DC community by empowering survivors of intimate partner violence (IPV) to live safely and educating youth about healthy relationships. Today, JCADA provides free direct services in the forms of counseling, legal and advocacy support to victims of intimate partner violence. JCADA also educates the community about the warning signs of abuse, the components of healthy relationships, and appropriate responses to victims of intimate partner violence.

### **Job Summary**

The Paralegal oversees the intake of legal referrals and supports the provision of legal services and resources to survivors of intimate partner violence. The Paralegal tracks new referrals from internal and external sources, assigns appropriate follow-up steps to legal team members, and monitors progress to ensure all client needs are met. They regularly meet with clients as the first point of contact on the legal team to determine client needs. The Paralegal provides case support to JCADA attorneys in protective order and crime victims' rights representations. The Paralegal also provides administrative support to the legal team to promote efficient and well-functioning internal processes. The Paralegal reports to the legal directors.

### **Essential Job Responsibilities**

- Provide legal support to survivors of Intimate Partner Violence through trauma-informed consultations, legal information, and referrals.
- Manage intake of new legal clients, assess their needs, and safety plan.
- Attend jurisdiction specific meetings to establish, cultivate, and maintain professional relationships with partner agencies, allied professionals, courthouse personnel, etc.
- Identify systemic obstacles that impair survivors' access to fair judicial processes, and work to formulate goals and strategies to remove these obstacles.
- Maintain records & documents including client notes.
- Assist attorneys with protective order and crime victims' rights cases. Gather evidence from clients and contact external agencies for relevant case information. Draft legal forms and paperwork.
- Provide administrative support to the legal team to maximize efficiency and uniformity including maintaining an up-to-date external legal resource database and regularly update relevant legal forms.
- Coordinate Legal Workshops for clients on relevant topics, such as Family Law, Immigration, etc. as needed.
- Respond to phone calls from JCADA's services line and follow-up with potential clients. Assess caller's immediate safety needs, provide phone consultation, and/or refer caller to appropriate service providers.
- Other responsibilities may be assigned to meet business needs.

**Required Knowledge or Skills:**

- Dynamics of IPV
- Safety planning with survivors of IPV
- Protective Order basics
- Crime Victims' Rights
- Benefits and resources available to survivors of IPV
- Computer literacy with Microsoft Office Suite
- Maintenance of detailed case notes utilizing Apricot Case Management System
- Substantive knowledge of state civil and criminal laws, and trial procedures
- Strong interpersonal, active listening, oral and written communication, problem-solving, and organizational skills
- Outstanding legal research skills
- Punctuality both in the workplace & responding to clients
- Sensitivity to the needs of members of diverse cultural & socio-economic backgrounds
- Partake in self-care to minimize effects of burnout/vicarious trauma
- Maintain confidentiality
- Ability to learn new systems and tools to better assist clients

**Education and Experience:****Education:**

Bachelor's degree, or a combination of an Associate's degree, paralegal certificate and/or demonstrated skills in case management, litigation preparation and support, writing, research and communication. 1-year paralegal certificate from ABA approved program is preferred.

**Experience:**

Demonstrated interest or experience in working with survivors of IPV is preferred.

Salary: \$48,000 - 52,000 plus benefits including short-term disability, long-term disability, life insurance, medical, dental, and vision insurance plan, SIMPLE Individual Retirement Account with match up to 3%, unlimited paid time off, and more.

*JCADA is an equal opportunity employer. JCADA is committed to providing high quality services to all residents of the Greater Washington DC community without regard to race, national origin, ability, background, faith, gender, sexual orientation, gender expression, or gender identity.*

Please send your resume to [jobs@jcada.org](mailto:jobs@jcada.org) with the subject line "Paralegal – Your Name" and include a cover letter in the body of the email telling us why you are interested in the position.

JCADA is an Equal Opportunity Employer