



Attorney/Assistant Director of Legal Services Position

The Women's Center is seeking a full-time **Attorney/Assistant Director of Legal Services**, licensed in the State of Texas, to help survivors of domestic violence, stalking, dating violence, and sexual assault. The Women's Center is a non-profit public interest agency that provides legal, crisis, counseling, employment, and education services relating to preventing domestic violence and sexual assault, and to aiding survivors of domestic violence and sexual assault.

Duties and Responsibilities include:

- The attorney will gather evidence, advise clients about their rights, draft legal documents, and conduct family law lawsuits, including protective orders.
- The attorney will interview clients and witnesses with a trauma-informed and culturally competent approach.
- The attorney will advise clients, and provide limited representation in various civil matters, including U-visa and T-visa letter requests, Title IX issues, and landlord/tenant issues relating to domestic violence and sexual assault.
- The attorney will provide victim advocacy for survivors at various stages of the criminal investigation and prosecution process. Advocacy may include communicating with law enforcement officers and prosecutors, advising survivors regarding the criminal investigation and prosecution process, and accompanying survivors to meetings and court appearances.
- The attorney will review subpoenas and records requests, and advise other staff regarding legal issues, including privacy and HIPAA issues.
- The attorney will supervise a paralegal and comply with agency policies and procedures.
- The attorney is expected to devise and participate in community legal education programs, establish meaningful relationships with community organizations, and help The Women's Center in fulfilling its mission to inspire and empower women, men, and children to overcome violence, crisis, and poverty.
- The attorney must comply with grant and funding requirements.
- The attorney must act in accordance with the Texas Disciplinary Rules of Professional Conduct and the Texas Lawyers Creed.

Strong Candidate Criteria:

- Demonstrate a commitment to identifying and utilizing opportunities for outreach to and collaboration with community groups that serve survivors of domestic violence, sexual assault, dating violence, and stalking.
- To perform duties in a trauma-informed manner.
- Spanish-speaking bilingual candidate preferred, but not required.

Position Requirements:

- Licensed to practice law in the State of Texas in good standing.
- 5 years of licensed law practice, preferably in the field of family law or interpersonal violence.
- Maintain confidentiality of The Women's Center information.
- Must have reliable transportation, a valid Texas driver's license, automobile liability insurance, and be prepared to drive own vehicle on business within Tarrant County as needed.
- No history of a sex offense or violent crime.

Salary, Benefits, and Hours:

- Range of salary is \$80,000 – \$90,000 per year, depending on qualifications.
- Benefits package includes paid sick leave, vacation, and holidays; and retirement plans. Health, dental, vision, and life insurance are available.
- Expected work hours are 8:00 am – 5:00 pm, Monday – Friday.

The job is open until filled. Please e-mail resume and cover letter to:

RCVSlegal@womenscentertc.org **subject line:** "Attorney Position" **NO PHONE CALLS PLEASE**

The Women's Center is an equal opportunity employer that maintains a policy of nondiscrimination with respect to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital, military or veteran status, or any other status protected by federal, state, and local laws.