



DC Volunteer Lawyers Project  
5335 Wisconsin Avenue, NW, Suite 440  
Washington, DC 20015  
Tel. (202) 885-5542  
www.dcvlp.org

## **FULL-TIME SUPERVISING ATTORNEY POSITION ANNOUNCEMENT PRACTICE AREA: DOMESTIC VIOLENCE**

The DC Volunteer Lawyers Project is a 501(c)(3) organization whose mission is to create, support and utilize a network of volunteer lawyers to provide high-quality, pro bono legal services to low-income individuals in the District of Columbia who are domestic violence victims, at-risk children, or have other urgent family law needs. DCVLP attorneys represent domestic violence victims in civil protection order, divorce, custody and child support cases, and serve as Guardians *ad litem* for at-risk children in disputed custody cases. In addition, DCVLP operates a walk-in clinic for domestic violence survivors in Southwest, DC.

We are seeking qualified applicants to join our skilled and passionate team; we are hiring a full-time Supervising Attorney in our Domestic Violence practice area.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Oversee volunteer attorneys working in the domestic violence practice area:
  - a. Work with Case Manager to review referrals and select cases and volunteers.
  - b. Supervise volunteer attorneys and law fellows assigned to Civil Protection Order (CPO), Custody and/or Divorce cases from start of case to final disposition.
  - c. Review all written attorney work product, including motions, pleadings, opening and closing statements and direct and cross examinations.
  - d. Supervise CPO, custody, and divorce hearings in court.
  - e. Facilitate communication between clients and DCVLP's Client Advocate/Case Manager
  - f. Report case outcomes; evaluate and report volunteer performance.
2. Provide high quality direct representation in CPOs as needed, often with minimal preparation time.
3. Present at volunteer attorney training sessions and volunteer recruitment meetings as needed.
4. Represent DCVLP in meetings of local legal services providers and keep management, legal team and volunteers apprised of relevant information arising from such meetings through memoranda, weekly updates, and other communications as needed.
5. Assist Management Team with special projects as necessary.
6. Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. A J.D. degree from an accredited law school.
2. Active DC Bar membership or ability to become an active DC Bar member prior to first day of employment.

3. Minimum 2-3 years of relevant work experience, preferably with a legal services organization that provides legal services to survivors of domestic violence. Experience supervising attorneys in a legal setting also is desirable.
4. Superlative interpersonal skills and ability to develop good working relationships with volunteers, clients, staff, partner organizations, and members of local legal services and domestic violence coalitions.
5. Excellent verbal and written communication skills. **Fluency in Spanish is highly desirable.**
6. Excellent organizational skills, ability to manage multiple priorities at once, and ability to work independently.
7. Ability to meet deadlines and work well with minimal supervision.
8. Competence in MS Word, and online legal research tools and willingness to become competent using DCVLP's case management system and online pleadings library.
9. Ability to handle and maintain confidential and sensitive information in accordance with attorney-client privilege requirements and accepted standards for domestic violence service providers.

NOTE: This description is not an attempt to list all essential functions of this position as it is recognized that job duties may change over time, based on DCVLP's needs.

**Salary** is commensurate with professional experience.

**To Apply:**

DCVLP has a non-discrimination policy and encourages all interested and qualified applicants to apply regardless of race, gender, sexual orientation, religion, age, disability, or other status protected by applicable law. Interested applicants should send a letter of intent and a resume to Ellen Opdyke at [jobs@dcvlp.org](mailto:jobs@dcvlp.org).