



ROCKY MOUNTAIN victim law center

Bilingual (Spanish Speaking) Lead Navigator

Job Description

Class: Part-time; Salaried; Exempt

Salary: Commensurate with Experience



Program: Legal Information Network of Colorado (LINC)

Reports to: LINC Program Manager

SUMMARY

The Lead Navigator is a part-time (20 hours/week) attorney position for the Legal Information Network of Colorado (LINC) program, a federal grant-funded program housed at Rocky Mountain Victim Law Center (RMvIC). The Lead Navigator oversees the operation of the LINC helpline and website (www.ColoradoLINC.org). The Lead Navigator is responsible for answering and responding to all calls to the LINC helpline (from client's, other Navigators, and service providers), for providing legal information and referrals as needed, and giving legal advice and representation where appropriate. The Lead Navigator has an in-depth understanding of the various legal systems and provides services in a victim-centered and trauma-informed way. The Lead Navigator is also responsible for updating and maintaining the LINC website.

DUTIES AND RESPONSIBILITIES

- Assist with communication between LINC Navigators and LINC through a variety of methods, including teleconferences, list-serves, webinars, trainings, and meetings.

- Provide clients, Navigators, and service providers who contact LINC through the Helpline or website with legal resources and referrals as appropriate, including clients, Navigators, and service providers.
- Provide clients, Navigators, and service providers who contact LINC through the Helpline or website with information about how the legal systems, both criminal and civil, work and about specific legal issues.
- Provide LINC clients with limited scope representation as appropriate. Anticipated types of representation may include civil protection orders, housing/eviction, employment issues, and letter writing and legal advocacy.
- Complete surveys with clients per LINC and RMvIc policies and procedures.
- Collect client and caller data per LINC and RMvIc policies and procedures.
- Oversee the day-to-day operation of the LINC website, including resource and other updates.
- Attend meetings and trainings as required by LINC and RMvIc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Juris doctorate and licensed to practice law in the State of Colorado.

Spanish bilingual required.

Understanding of the interplay of victim dynamics, victim trauma, and the response of victims involved in the legal system.

Extensive knowledge of the civil and criminal legal systems.

Experience working in collaboration and partnership with other victim service providers and multidisciplinary teams.

Strong written and verbal communication skills.

Computer literacy including MS Office products: Word, Excel, Outlook, and PowerPoint.

High degree of energy, self-motivation, and flexibility.

APPLICATION INSTRUCTIONS

Please submit cover letter, resume and salary history by email to Emily Tofte Nestaval, Executive Director at emily@rmvictimlaw.org. Please include "LINC Lead Navigator" in the subject line.

Application materials will be accepted until the position is filled. Applications received prior to December 15, 2016 will be given priority.

No phone calls please.