

## JOB DESCRIPTION

TITLE	<b>Attorney/VOCA Project Director</b>
GRANT	NM VOCA
GRANT PERIOD	June 1, 2016 through July 30,
2018 FLSA	Exempt-Professional
REPORTS TO	Director of Litigation

### BROAD PURPOSE

The primary objective of the Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program is to provide direct assistance to victims of crime. That assistance is achieved through a variety of methods. These include local government, private non-profit organizations enhancing or expanding their direct services to victims of crime, encouraging states to improve assistance to crime victims and promoting the development of comprehensive services to all victims of crime. Under limited supervision, to practice law aggressively on behalf of eligible clients.

### PRIMARY OBJECTIVES

*The outcomes expected of this role include:*

- Coordinate delivery of legal services to victims of crime who are NM residents, including, but not limited to, domestic violence, sexual assault, human trafficking, child abuse, DWI/DUI crashes, financial exploitation, survivors of homicide, elder abuse, stalking, and assault.
- Maintain knowledge of federal Victims of Crime Act (VOCA) and funder grant regulations.
- Provide a professional and strategic consultancy and advisory service to Executive, Senior Management and staff.
- Heads a project that is financially self-sustaining.
- Attends management and litigation meetings.
- Participate in local and national victims services networks, meetings, coalitions
- Provide project updates to DNA leadership as required or requested
- Keep informed of developments in the general fields of domestic violence and legal services.
- Coordinate delivery of legal services to victims of crime who are NM residents, including, but not limited to, domestic violence, sexual assault, human trafficking, child abuse, DWI/DUI crashes, financial exploitation, survivors of homicide, elder abuse, stalking, and assault.
- Help DNA leadership identify and address any issues that adversely impact project results or performance
- Conduct self professionally for the best interest of DNA and our clients
- Implement the project goals, objectives, implementing activities, impact evaluation activities, and timeline (grant Primary Project Components)
- Plans, directs, and coordinates activities of the project to ensure that the goals and objectives are accomplished within prescribed time frames to the funder.
- Coordinates project activities with governmental agencies.
- Maintain documentation necessary to report on project activities
- Prepares project reports for management, advisory boards, Board of Directors, client communities and others.
- Responsible for ensuring compliance with all funding source requirements and reporting requirements.
- Responsible for writing grant proposals that fund the project and resource development in coordination with the Director of Development. Creates the mission, goals and objectives for the project each year.
- Oversee budget by ensuring spending is timely to ensure funds are fully spent, expenses charged are allowable and accurate. As part of this, if overseeing project staff, ensure staff timekeeping is accurate and allowable. Have a basic understanding of allowable and unallowable costs, according to the RFP.
- Reviews project proposals or plans to determine time frame, funding limitations, procedures for accomplishing project goals and objectives, staffing requirements, and allotment of available resources to various phases of the project.
- Directly responsible for creating, maintaining, reviewing, and sound fiscal management of project budget and funds.
- Ensure project staff document casework according to approved protocols.
- Ensure project is collecting required demographic information

- Ensure project staff receive appropriate training and any required training
- Prepare and/or review the Project's Primary Components (project design and activities and scope of work) – goals, measurable objectives, implementing activities, and impact evaluation activities AND project timeline. This is part of the grant application process.
- Engage in and document collaboration with other entities that enhances services for DNA clients and ensures DNA meets grant requirements. (Grant requirement as stated in RFP)
- Take reasonable steps to provide meaningful access to LEP clients (in RFP)
- Prepare and submit invoices, narrative reports, statistical reports, and provide any other project updates or information requested by the funder.
- Ensures compliance with DNA's policies and procedures by project personnel.
- Performs other duties as assigned.

## RELATIONSHIP

*The working relationships that this position needs to maintain and manage are:*

- Reports to Director of Litigation.
- Partners with Executives, Litigators and staff across the Department.
- Liaises with a variety of external government groups including Grantees and associates, NM/AZ/NN Courts, other legal associates, etc.
- Maintains close working relationships with other offices of the DNA and the Department.

## QUALIFICATIONS

- JD from an accredited law school
- 2 years litigation experience preferred; will consider clinic or moot court experience for outstanding candidates
- An active member of the State Bar
- Licensed Bar Attorney should be admitted in applicable State they are working in or eligible for admission on motion, or by the next examination, or by waiver
- Excellent legal research and writing skills
- Maintain a valid attorney's license in that state practicing
- Minimum one year criminal or civil litigation, courtroom and deposition experience preferred
- Superior communication, writing, and research skills
- Handle high caseloads and willingness to meet personally with all clients
- Experience with issues of the client's community served
- Self-sufficient, motivative, and the ability to work independently
- Legal project management is helpful

## ACKNOWLEDGEMENT

*I have received this job description and have determined that it accurately reflects the position and I can perform these duties.*

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*Print Name*

*Signature*

*Date*

