



**Staff Attorney**  
**Family Law**  
***Bilingual/Bicultural Preferred***

***Mission***

Hope, healing, safety, social change.  
Working together to end domestic and partner violence.

***Vision***

A community unified in peace, justice, and equity,  
for the safety and well-being of every individual.

***Statement of Welcome and Affirmation***

*DOVE welcomes refugee and immigrant survivors  
both documented and undocumented; people with disabilities;  
people who are D/deaf or hard of hearing; BIPOC (Black, Indigenous, and other People of Color);  
LGB, Queer, Trans, and Non-Binary individuals; people of all religion and faith beliefs; and  
individuals whose first language is not English.  
DOVE welcomes people of all identities, including those not named.*

**Organization Summary**

DOVE (Domestic Violence Ended), Inc. was founded in 1978 and has since grown from one crisis hotline to a comprehensive multi-services organization. DOVE is the only domestic violence organization in Norfolk County. DOVE provides a range of services for individuals who have experienced abuse, including a 24-hour hotline, emergency shelter, safety assessment and planning, supportive education and counseling, support groups, legal assistance, assistance accessing governmental and community-based services, and community outreach and education. At DOVE, we believe that all people have the right to live free from the fear of abuse. At our core, DOVE's work is about fostering healthier and safer relationships for all. DOVE recognizes that oppression and historical and systemic inequity are root causes of problems we strive to address with and on behalf of survivors.

**Job Purpose:** The Family Law Staff Attorney is responsible for providing information, *pro se* assistance, and representation to victims of domestic violence seeking legal assistance in family law and restraining order matters. They are also responsible for assisting the LAP in outreach and relationship-building within DOVE's catchment area and within the legal community, facilitating legal trainings, and developing the LAP's policies, procedures, and goals, and tracking the success and outcomes of the program.

**Job Responsibilities:**

- ❖ Provide legal representation to victims of domestic violence in 209A extension hearings and family law hearings, including divorce, custody, visitation, and child support.
- ❖ Provide *pro se* assistance, including meeting with clients to assist in filing complaints, motions, and other court paperwork needed for family law and restraining order cases.
- ❖ Provide other brief advice and services, including safety planning and referrals, to LAP clients.
- ❖ Staff DOVE's Legal Helpline.
- ❖ Provide language support to LAP clients.
- ❖ Assist other LAP attorneys in the recruitment and supervision of legal interns.

24-Hour Hotline: 617.471.1234 or 1.888.314.DOVE (3683)

Community Advocacy & Prevention Services P.O. Box 690267 Quincy, MA 02269 617.770.4065 [www.dovema.org](http://www.dovema.org)

- ❖ Conduct outreach to the legal community by attending meetings and roundtables with legal professionals.
- ❖ Provide consultation to DOVE's non-lawyer advocates.
- ❖ Help identify *pro bono* or reduced-fee legal representation for LAP clients.
- ❖ Assist in facilitation and planning of trainings.
- ❖ Attend and participate in Staff Meetings, committee meetings, and LAP meetings.

**Skills & Abilities:**

- ❖ Bilingual and/or bicultural (Portuguese, Haitian Creole, Mandarin, Cantonese, Hindi, Vietnamese, Arabic, Urdu, ASL, or Spanish and English) strongly preferred and prioritized. We also encourage monolingual BIPOC and/or LGBTQ+ candidates to apply.
- ❖ A commitment to DOVE's mission, organizational values, and practice philosophies: ending all forms of violence, using a trauma-informed and empowerment model, and promoting social justice and social change. A demonstrated commitment to ending oppression, including racism, xenophobia, ableism, homophobia, and transphobia, and understanding of how these forms of oppression intersect with domestic violence.
- ❖ Experience actively engaging in anti-oppression dialogue and practice is welcome; participation in this ongoing learning and process, as a member of DOVE's staff, is required.
- ❖ Ability to work independently and collaboratively with the Legal Team and other DOVE staff.
- ❖ Excellent written and oral communication skills, and a commitment to improving these skills through training and supervision.
- ❖ Ability to model and uphold appropriate professional boundaries in work with clients, co-workers, supervisor, and community.
- ❖ Access to transportation and willingness to travel regularly within DOVE's service area required.
- ❖ Must complete DOVE's comprehensive domestic violence training within one (1) year of hire, participating when the training is next offered by DOVE; documentation of similar training at another organization may partially fulfill this requirement.
- ❖ A CORI background check is mandatory. CORI History will be reviewed and may not disqualify candidates.

**Education & Experience:**

- ❖ J.D./LL.M. and licensed to practice in Massachusetts.
- ❖ A demonstrated commitment to providing legal advocacy services to survivors of domestic violence.
- ❖ DOVE seeks to cultivate the leadership potential of promising candidates. Domestic violence survivors, BIPOC, people with disabilities, immigrants, and LGBTQ+ people are strongly encouraged to apply.

*\*\* DOVE aspires to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities including QTPOC, candidates with disabilities, and individuals with experience working in DOVE's catchment area are particularly encouraged to apply.*

**Work Schedule:** Full-time exempt position, generally weekdays. The Family Law Staff Attorney will be required to work at other times periodically (occasional evening, weekend, and very occasional holiday hours) to conduct presentations or groups, facilitate meetings and/or attend trainings or organizational events or meetings.

Hybrid Work Schedule: At present, DOVE Legal Staff are required to work on site/in office 60% FTE.

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**Compensation & Benefits:**

DOVE is committed to working for racial, social, and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practices as well as professional development opportunities. As an organization we hold openness to innovation, and we seek the opportunity and resources to do meaningful, impactful work.

- ❖ Position is exempt and salaried.
- ❖ FTE annual range = \$65,000-\$70,000 depending on experience.
- ❖ Additional compensation is provided for demonstrated proficient language skills preferred in DOVE's catchment area; \$2,000 gross annual per 40 hr. FTE. These languages include Portuguese, Haitian Creole, Mandarin, Cantonese, Hindi, Vietnamese, Arabic, Urdu, ASL, and/or Spanish.

**Benefits:** DOVE is committed to working for social and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practices as well as professional development opportunities. As an organization we hold openness to innovation, and we seek the opportunity and resources to do meaningful, impactful work. Benefits consistent with personnel policy:

- ❖ Paid time off: Vacation (3 weeks in Year 1, increases at Year 3), Personal Days (3 days/year), Sick time (12 days/year), and 13 Holidays
- ❖ Insurance coverage (70% Health/Dental and PFML, 100% Short-Term Disability and Life)
- ❖ Option to utilize Flexible Spending Account and/or Dependency Care Account
- ❖ Opportunity to establish and contribute to retirement account; employer match up to 4% beginning January 1, 2023.

*This position is supported by and dependent on grant funds.*

**Application Instructions:**

- ❖ To apply, send cover letter specifically for this position and a resume to Legal Advocacy Program at [applytodove@gmail.com](mailto:applytodove@gmail.com).
- ❖ Applications will be considered until the position is successfully filled. 1st round applicant reviews are anticipated to begin the week of August 22. Interviews will be offered to the strongest qualified candidates to date. It is DOVE's hope that the incumbent will begin work in September/October, 2022.
- ❖ Applications or resumes without a cover letter expressing interest in employment at DOVE will not be considered.
- ❖ DOVE will provide 2-3 hours of compensation at mid-point of hiring range (\$32.45/hr) per interview to candidates provided interviews, in order to compensate for prep and interview time, childcare, transportation, etc.
- ❖ DOVE anticipates that the hiring process will consist of two to three interviews with different members of the Legal team and full staff, including Executive Director.

For more information on DOVE, see our website: [www.dovema.org](http://www.dovema.org)

*Posted August, 2022*

