

Spruce Run-Womancare Alliance  
Legal Team Leader Job Description

The staff operates by consensus in a collaborative manner. Each employee is assigned to a Team which is led by a member of the Leadership Team. All staff strive to incorporate into their programs the input and experiences of people affected by domestic violence and abuse.

**Purpose of position:** The Legal Team Leader works with and leads the Legal Team. As a member of the Leadership Team, the Legal Team Leader shares responsibility for the leadership and management of the organization. The Legal Team Leader is responsible for the supervision of staff and services that are defined in the Legal Team job description. The Legal Team Leader is responsible for assuring consistent, high-quality delivery of legal services in the organization's region. The Legal Team Leader will perform Legal Team program duties as needed.

**Status:** Salaried Nonexempt

**Team/s:** Leadership Team and Legal Team

**Location:** Bangor; occasional travel between the two Resource Centers and throughout the service area.

**Specialized responsibilities of this position:**

1. As a member of the Leadership Team, working with the Facilitative Director:
  - Facilitate forward movement of organizational goals.
  - Assure organizational compliance with all state and federal regulations and funding requirements.
  - With the Human Resources and Steering Committees, oversee the human resources functions of the organization, including personnel policies, hiring, supervision, development and evaluation of staff.
  - Provide for quality assurance in accordance with MCEDV standards and other external contracted standards.
  - Maintain the overall picture of how program areas are affected by funding and changes in community context and needs.
  - Research funding opportunities, prepare grants applications and contracts, and create program budgets for each program and in conjunction with the entire organization.
  - Assure that the experiences of people affected by domestic violence, as articulated in hotline, residential, and group interactions, inform program development and maintenance.
  - Support and demonstrate commitment to an organizational culture of excellence, accountability and ethical communication.
  - Communicate regularly with the Steering Committee.
  - Coordinate volunteer integration and engagement.
  - Initiate and participate in program evaluation and planning.
  
2. Working with Legal Team:
  - Serve as coach, supervisor, and facilitative leader for the Legal Team.
  - Demonstrate vast knowledge within the legal services program and how systems impact victims of domestic violence.

- Promote an understanding of how staff roles relate to the overall mission and values of the organization.
  - Facilitate communication between Teams.
  - Collaborate across Teams to ensure that services are coordinated, integrated and efficient.
  - Represent and report out Legal Team accountabilities and progress.
  - Define necessary roles, expectations and resources and facilitate the Legal Team appropriately to achieve objectives.
  - Evaluate the effectiveness of program policies and protocols.
  - Develop and maintain all Legal Team related contracts, grants, and activities, including reporting requirements.
  - Cultivate and nurture relationships with funders and community partners to enhance the Alliance's legal services.
  - Work with Legal Team members to ensure the timely submission of required reports, and review reports for accuracy.
  - Identify gaps in necessary roles.
  - Facilitate volunteer integration and engagement within the Legal Team.
3. Facilitate inclusive performance feedback processes:
- Foster ethical and direct communication.
  - Initiate and mediate conflict resolution.
  - With other Team members, integrate new Team members.
  - Coordinate performance evaluation process.
4. Perform other duties as assigned.

**Minimum qualifications for this position:**

1. Basic requirements as listed in Responsibilities of All Staff.
2. Experience and knowledge of the civil and criminal justice systems.
3. Demonstrated supervisory experience, preferably 1 or more years.
4. Excellent written and oral communication skills.
5. Flexibility in rapidly changing environment.
6. Collaborative decision-making skills.
7. Bachelor's degree or equivalent professional experience.

**Preferred qualifications for this positions:**

1. Thorough understanding of the civil and criminal legal systems practices and roles in responding to domestic violence cases.
2. Experience with data collection and reporting.
3. Demonstrated training and presentation skills.
4. Understanding of the impact of community systems and institutions on people affected by domestic violence.

**Common responsibilities of all positions:** Under the leadership of the FD, these common responsibilities are shared by all staff at the Alliance.

1. Deliver direct services to people affected by domestic abuse.
2. Deliver community education programs.

3. Participate in interagency networking and other activities as indicated by agency needs and individual job responsibilities, including but not limited to the Maine Coalition to End Domestic Violence.
4. Participate in organizational activities including staff meetings, committee meetings, in-service training, peer evaluations, and program planning.
5. Participate in recruitment, screening, training, and support of volunteers.
6. Report and/or compile statistics and units of service accurately and timely.
7. Participate in fiscal management of the organization and/or program.

**Requirements common to all positions:**

1. Successful completion of the organization's core direct service (hotline) training.
2. Understanding of domestic violence and abuse.
3. Understanding of and ability to maintain confidentiality.
4. Willingness and ability to employ the self-help model of service delivery.
5. Reliable transportation and required insurance.
6. Willingness and ability to work flexible hours, including some nights and weekends.
7. Capability to provide 24 hour confidential hotline coverage as scheduled.
8. An understanding of requirements of funding for one's position and the organization in order to participate in meeting those requirements.
9. Ability to work effectively as a member of a Team and participate in consensus decision making.
10. Effective written and oral communication skills.
11. Basic computer skills.
12. Comfort with diverse populations.

Spruce Run – Womancare Alliance is an Equal Opportunity Employer

Approved \_\_\_DATE\_\_\_\_\_