

JOB ANNOUNCEMENT
Indian Law Office Director
August 2015

Wisconsin Judicare, Inc. is seeking a full-time Director of its Indian Law Office (ILO) in Wausau, Wisconsin.

WISCONSIN JUDICARE, INC.

Wisconsin Judicare, Inc. is a non-profit organization funded by the federal Legal Services Corporation, the Wisconsin Trust Account Foundation, and other sources. Wisconsin Judicare provides civil legal services to low-income persons in the northern 33 counties of Wisconsin and enrolled members of the 11 Federally-recognized Native American tribes in Wisconsin.

KEY RESPONSIBILITIES

The Indian Law Office Director assists the Executive Director in the overall operation of the Indian Law Office, supervises Indian Law Office attorneys and represents individual Native American clients, and Tribes. The Director of the Indian Law Office reports to the Executive Director. Among the duties are:

1. Assist the Executive Director in the overall operation of the ILO, with responsibilities such as implementation of ILO priorities, fundraising, planning and monitoring of ILO grants and contracts, and training and supervising ILO staff in order to ensure the provision of economical, efficient high quality legal services.
2. Responsible for ILO case acceptance, case management, reporting CSR data and quality control.
3. Coordinate backup assistance for private attorneys on Native American and tribal law issues.
4. Coordinate continuing legal education publications and seminars concerning Native American and tribal law issues.
5. Maintain relations with the Native American Advisory Board and Wisconsin Native American tribes and organizations.
6. Represent Native American individuals and group clients in significant matters with emphasis on current ILO priorities.
7. Cooperate and coordinate efforts with the Civil Unit and Judicare program as determined by the needs of the program.

QUALIFICATIONS

Qualifications to be considered for this position include: academic training and performance, the nature and extent of prior legal experience, knowledge and understanding of the legal problems and needs of the Native American community, prior working experience in the client community

or in other programs that aid Native American communities, ability to communicate with persons in the client community, and cultural similarity with the client community.

Submit resume, references and writing sample

by September 30, 2015 to:

Mary Jo Nyenhuis

Wisconsin Judicare, Inc.

PO Box 6100, Wausau, WI 54402-6100

info@judicare.org

Wisconsin Judicare is an Equal Opportunity/Affirmative Action Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by State or Federal law.

Salary commensurate with experience and qualifications.