

SITKA TRIBE OF ALASKA
Job Description

JOB TITLE: FAMILY LAW ATTORNEY

Exempt: Yes	Salary range: DOE
Benefits: Yes	Work Hours: 8:00am to 4:30pm M-F
Department: Legal	Reports to: Tribal Attorney
Prepared by: Legal Department Director	Approved by: General Manager

I. SUMMARY

The Family Law Attorney provides holistic legal representation to Native American victims of domestic violence and sexual assault under the umbrella of the Sitka Tribe of Alaska Legal Department. Work collaboratively with other team members, especially project partner Sitkans Against Family Violence -the local women's shelter, to ensure holistic services for victims of domestic violence and sexual assault and their children. The ideal candidate must be willing to be engaged with the community to be served. Desire to live and work in Sitka, Alaska, is necessary.

This is a grant-funded position that will continue for approximately three years or for as long as grant funding continues. The expectation is that this position will handle at least 60 cases over the period of the grant to meet grant requirements.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. MAJOR DUTIES

1. Interview and screen prospective clients for eligibility for legal representation under the grant.
2. Provide legal assistance and direct representation to eligible clients referred to the Program in all relevant forums, including tribal, state, federal, administrative agencies and appellate courts.
3. Provide comprehensive, culturally sensitive and relevant holistic legal services to Native American victims of domestic violence, sexual assault, stalking and/or dating violence through direct representation or brief service in family law matters such as domestic violence protective orders in Tribal and State Court as appropriate; divorce; child custody, child support, and visitation; immigration; administrative agency; housing matters; and other civil or administrative matters necessary to serve the needs of the clients, including case and factual research and appellate work.
4. Work closely with Sitkans Against Family Violence legal advocate to ensure each client receives on-going support throughout their case.
5. Work closely with other Tribal staff to leverage all tribal programs in favor of the client; including but not limited to the Tribal Court, Healing to Wellness Court, and Social Services.
6. Meet regularly with Mentoring Attorney as needed to review cases and obtain legal guidance.
7. Provide presentations for non-legal Tribal staff and project partners on legal remedies available for clients.
8. Develop connections with advocacy services throughout southeast Alaska.
9. Implement written protocols and procedures for making and receiving referrals, authorizing confidential releases of information, reporting, and any other relevant forms and templates, and provide them to advocacy services throughout southeast Alaska.

10. Maintain accurate statistics using the provided database and provide semi-annual reports required by the Office on Violence Against Women.
11. Participate in the development or revision of Tribal Codes and Tribal Court procedures by providing written comments and participating in advisory meetings.
12. Other duties as assigned by the Tribal Attorney.

B. MEETINGS, STA REPORTING AND PROFESSIONAL CONDUCT

1. Participate in monthly case review and screenings with SAFV legal advocate.
2. Participate in Tribal department staff meetings.
3. Participate in Tribal all-staff events and trainings which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Children's Christmas Party, Cultural Competency Training, and Herring Dinner.
4. Prepare monthly reports of activities for Legal Department Director.
5. Report to Tribal Attorney concerning work progress, including present and potential problems and suggestions for ways of addressing problems.
6. Prepare reports for quarterly Newsletters and the Annual Report.
7. Maintain strict confidentiality of all client information.
8. Work collaboratively with Tribal staff and project partners.

III. MINIMUM QUALIFICATIONS

A. EDUCATION AND WORK EXPERIENCE

1. Juris Doctorate Degree from an accredited law school.
2. Membership in the Alaska State Bar (ability to obtain membership in the Alaska State Bar in an extremely timely manner may be considered).
3. Apply for and be admitted into Sitka Tribal Court Bar.
4. Prior experience with family law cases preferred.
5. Thorough knowledge and understanding of the civil law and practice related to domestic violence, particularly protection orders, custody, support, divorce, and confidentiality as well as an understanding of the access and representation issues confronted by victims of domestic violence in civil courts.

B. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

1. Excellent written, verbal, and interpersonal communication skills.
2. Substantial computer and legal research skills.
3. Ability to work both independently and cooperatively.
4. Understanding of issues of cultural and socioeconomic diversity as they apply to domestic violence prevention, intervention, and services.
5. Demonstrated knowledge of or desire to learn about the history of Sitka and Southeast Alaska, Tlingit clan structure and the cultures of other populations in the community of Sitka and Southeast Alaska.

C. CRIMINAL BACKGROUND CHECK

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position.

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

D. DRUG AND ALCOHOL-FREE WORKPLACE

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. Therefore, this position is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

IV. PREFERENCE

Sitka Tribe of Alaska's Native preference policies in hiring apply as outlined in the Tribe's Hiring Policy and Procedure and the Tribe's Employee Handbook.