

Colorado Civil Justice Corps (CCJC) Fellowship Application Information and Instructions

The Office for Victims Program (OVP), a unit of the Division of Criminal Justice within the Colorado Department of Public Safety, in partnership with the University of Denver Sturm College of Law is facilitating the Colorado Civil Justice Corps (CCJC) Fellowship. The CCJC is a post-graduate fellowship program only for Denver Law students that will place class of 2023 graduates with selected Colorado nonprofits for approximately 16 months to provide civil legal services to clients who are victims of crime.

Timeline:

- Applications, as described below, are due by 11:59pm on March 31, 2023 to ccjc@law.du.edu.
- Interviews will be between April 17 – April 28 as determined by the host site and applicant. Interviews will be either virtual, at the host site location, or at Denver Law, to be determined by the host site.
- Offers will begin on May 3, 2023. Offers must be accepted or denied by May 10, 2023. Additional offers, if necessary, will be made starting in May 11, 2023.
- The fellowship will start in September 2023, with the exact date to be determined with the host site. The position is contingent on passing the Colorado bar exam. Fellows can work prior to knowing their bar passage status but cannot stay at their organizations post-results if they do not pass the bar.

Application Instructions:

- You are eligible to apply for the Colorado Civil Justice Corps Fellowship if you are part of the graduating class of 2023 (graduating between September 1, 2022 and July 31, 2023).
- See the attached Job Descriptions for more information about each of the positions. You may apply to any or all of the nonprofits. The participating nonprofits are:
 - **Bright Future Foundation (Avon) - Family law fellow**
 - **Bringing Justice Home/Crossroads Safehouse (Fort Collins) - Family law fellow**
 - **The Center for Trauma & Resilience (Denver) - Immigration law fellow**
 - **Colorado Legal Services (Colorado Springs) - Family law fellow**
 - **Justice & Mercy Legal Aid Center (Denver) - Family law fellow**
 - **Rocky Mountain Immigrant Advocacy Network (Westminster) - Immigration law fellow**
- To apply, submit a **single PDF** application packet for each nonprofit you are applying to. Each PDF application packet must include: cover letter, resume, writing sample, and a list of two references (no recommendation letters). The preference sheet must also be submitted (find below). Please email all application materials, and any questions, to ccjc@law.du.edu.
- In your cover letter(s), please indicate why you are interested in serving crime victims through the provision of direct civil legal services.
- **Applications must be received via email by 11:59 pm on March 31, 2023.**

Colorado Civil Justice Corps Preference Sheet for Applicants

Instructions: On a scale of 1 to 6, with 1 being your first choice, please rank your interest in the 6 nonprofit placement options for the Colorado Civil Justice Corps. If you do not intend to apply to one or more of the placements, indicate N/A in the ranking column.

Your Name:

Your Email Address:

Nonprofit Host Site:	Your Ranking (1 to 6):
Bright Future Foundation	
Bringing Justice Home/Crossroads Safehouse	
The Center for Trauma & Resilience	
Colorado Legal Services	
Justice & Mercy Legal Aid Center	
Rocky Mountain Immigrant Advocacy Network	

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Colorado Civil Justice Corps (CCJC) Fellowship

Fellowship Job Descriptions

Job descriptions for each of the six fellowship placements follow on the next pages.

Please note: All positions are for 16 months and include a \$55,000 salary per year, a new laptop, quarterly trainings run by Denver Law, attendance to grant-approved victims-focused conferences in Colorado or virtually, and specific benefits that will be shared when offers are made.



Colorado Civil Justice Corps Fellow

Description of Host Organization: Bright Future Foundation has been serving Eagle County families affected by domestic violence and sexual assault for nearly 40 years. Services include a 24/7 crisis line, Sexual Assault Nurse Exam (SANE) co-response, advocacy and case management, legal advocacy and limited representation, behavioral health services, emergency housing, homelessness prevention and youth advocacy and mentorship. For more information about the organization, visit: <https://mybrightfuture.org>.

Position Summary: Under the direction of Bright Future Foundation's Staff Attorney and Chief Executive Officer, the Colorado Civil Justice Corps Fellow supports the mission of the organization by providing, legal advocacy coordination and legal information as well as direct legal representation to victims of domestic violence, sexual assault, trafficking, and stalking in Eagle County's 5th Judicial District. This position will support the Staff Attorney in promoting victim rights and victim access to legal services. This position maintains accurate records; confidential case files and provides data/statistical reports. This position also collaborates with volunteer and community lawyers to identify appropriate additional legal representation when necessary. The CCJC Fellow is part of the advocacy supervision team. The fellow will be expected to work in person at the organization's Avon office.

Responsibilities

(100% of time/ 40 hours per week)

- Provides second chair legal consultation and representation in a myriad of civil cases that stem from domestic violence, sexual assault, dating violence, and stalking, with special emphasis on orders of protection
- Advocates a holistic view of healing, focusing on psychological, economic, legal, physical/medical, and educational ramifications of abuse
- Participates in the advocacy supervision team to provide ongoing training and consultation to the advocacy team on victim rights and legal processes
- Develops and maintains a good working relationship with community agencies
- Collects and timely compiles required statistics
- Maintains knowledge current in the field through seminars and workshops
- Performs all work in a culturally responsive manner consistent with Bright Future Foundation's mission and philosophy

Qualifications

- Licensed to practice as an attorney in the state of Colorado as of October 2023.
- Strong, proven ability to: mediate differences of philosophy and opinion; maintain calm, efficient, and good-humored approach to work while managing competing priorities in a fast paced, highly productive work environment; work independently and as a team member; think critically and with foresight; carry out assignments with limited direction; adapt to change; and be nimble and flexible
- Excellent oral and written communication skills

- Working knowledge of Microsoft Word, Outlook, and Excel
- All Applicants must provide enough information for a thorough background check
- Valid Colorado driver's license and acceptable driving record
- Ability to prepare reports
- Ability to respond effectively in crisis situations with a judgment free attitude

Preferred Qualifications

- Familiarity with state, federal and/or tribal laws, policies, and regulations impacting victims of crime
- Familiarity with victim service organizations in Colorado
- Experience in family law

Benefits

- Stipend as determined by the Colorado Civil Justice Corps Fellowship Program
- Accrual of 80 hours of paid vacation and 80 hours of paid sick time per year
- 10 paid holidays per year
- Eligible for health Insurance benefits after one month of employment
- Eligible for a \$300 employee wellness benefit after 3 months of employment
- \$50 per month cell phone use stipend

NOTE: This job description is not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework for the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by a person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements to the work of the Bright Future Foundation and are subject to possible modifications to reasonably accommodate individuals with disabilities.

E.O.E. – Bright Future Foundation is an Equal Opportunity Employer



Fellowship Attorney
Bringing Justice Home, a Project of Crossroads Safehouse

Title Fellowship Attorney, Bringing Justice Home, a Project of Crossroads Safehouse

FLSA Status Exempt

Classification Full-time, regular employee

Compensation and Benefits

\$55,000. Includes Health insurance, Life Insurance, Disability Benefits, Paid Vacation and Sick Leave, Simple IRA plan

Purpose

Provides representation to victims of domestic violence, sexual assault and stalking before the 8th and 19th Judicial Court Districts and remote, unbundled legal services to victims in the 14th Judicial Court District. Coordinates these services with the civil justice system, mental health and human services, children’s agencies and programs and other appropriate agencies.

Hours Crossroads Safehouse operates 24/7 to provide safe shelter and services to its clients. Bringing Justice Home operates at Crossroads Safehouse (in Fort Collins, Colorado) Monday through Friday from 8:30 am to 5:00 pm.

Supervision Received and Exercised Reports to Managing Attorney. This position works in collaboration with the managing attorney and support staff to represent indigent victims in civil cases.

Essential Functions

Client Services

- Provides trauma-informed legal representation and unbundled legal services in civil legal matters primarily in family law and civil protection order cases.
- Provides advice and unbundled legal services regarding other civil matters (housing, replevin, employment, education, immigration, privacy, etc.) implicated by domestic violence, sexual assault, and stalking.
- Exercises initiative, sound judgment, and creativity in providing legal assistance.
- Maintains a good working relationship with partner and community agencies.
- Collects and compiles statistics and information regarding BJH applicants and clients.
- Maintains up to date knowledge in the field of trauma-informed legal services through seminars and workshops.
- Other eligible duties as assigned by the managing attorney.

Qualifications

Desired Qualifications

- Licensed to practice in Colorado
- Interest or experience working with survivors
- Ability to identify and respond to shifting priorities including management of high volume of represented and unbundled service clients
- Sensitivity to the legal needs of low-income victims of interpersonal violence and minorities
- Familiarity with the dynamics of domestic violence, sexual assault, and stalking
- Experience and skill in crisis intervention
- Ability to collaborate well with others
- Commitment to contribute to grant related responsibilities such as trainings and reports
- Ability to lift 40 pounds and climb a flight of stairs.

Preferred Qualifications

- Spanish/English Bilingual preferred, but not required

Training

- A 20-hour required domestic violence training will be provided by Crossroads Safehouse.

Crossroads Safehouse is an equal opportunity/affirmative action employer and complies with all applicable Federal and Colorado State laws, regulations, and executive orders in the provision of programs and services. No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of Title 18, United States Code, sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or employment of Crossroads Safehouse.

Benefits/Company Culture A full-time employee (32 hours or more weekly) is eligible for insurance and vacation benefits on the first month following 60 days of employment. Benefits include:

- Health, Dental, & Vision insurance; 50% company paid
- Short-term Disability, Life, AD&D; 100% company paid
- IRA plan with 3% employer match available starting January 1st after an employee has earned \$4000 in a calendar year
- Vacation: 3 weeks/year
- Sick Leave: 80 hours per year (waiting period does not apply)
- Holidays: 14 days per year

Crossroads Safehouse. In 1980, Crossroads Safehouse was founded by a group of concerned citizens who identified the need for emergency safe housing and advocacy services to support victims of domestic violence in Fort Collins. They partnered with the City of Fort Collins and received a block grant to purchase a 4-bedroom home in Old Town. The house was filled on the same day it was opened. Over the next 41 years, Crossroads continued to expand into larger facilities as the community's needs grew. In 2009, Columbine Health Systems donated one of its assisted living facilities to us and, following a renovation, we moved into the 29,000 square foot facility. Today, our emergency shelter includes 31 resident rooms (4 neighborhoods) and it is capable of accommodating up to 96 clients. Clients who seek help from Crossroads are provided with basic needs, crisis intervention, safety planning, victim advocacy, and resource assistance. Our clients are diverse and include a range of ages, gender identities, sexual orientations, races, ethnicities, religious backgrounds, and income levels. Across all programs, Crossroads served 3,983 unduplicated clients in 2020.

Bringing Justice Home. Bringing Justice Home is a project of Crossroads Safehouse, and it provides eligible low-income domestic violence, dating violence, sexual assault, and stalking survivors with no-cost legal services in civil legal matters. Program attorneys understand the importance of supporting victims in a trauma informed and holistic manner. All cases are handled in a way that promotes safety and self-empowerment to move from violence towards healing. The Bringing Justice Home Project serves over 300 victims of domestic violence, sexual assault, and stalking per year with legal services in Larimer, Weld, Jackson, Grant, Routt, and Moffat counties.

THE CENTER FOR TRAUMA & RESILIENCE

Job Description

DESCRIPTION: The Center for Trauma & Resilience (CTR) provides culturally and linguistically responsive services to victims of crime in Denver. Each year, CTR serves more than 5,000 victims of crime with a wide array of services including therapy, case management, emergency financial assistance, support groups, and wellness services (trauma-informed yoga, auricular detoxification acupuncture, Reiki and Tai Chi). As part of its services, CTR offers a legal immigration clinic to support immigrant victims of domestic violence, sexual assault, stalking, and dating violence.

JOB TITLE: CCJC Fellow – Mi Gente VAWA Legal Solutions

PURPOSE: Ensure a high level of legal support for clients of Mi Gente VAWA Legal Solutions. Provide services for clients requesting legal immigration services.

REPORTS TO: Supervising Attorney

RESPONSIBILITIES:

Support and assist with applications for the filing of FOIA/VAWA/U-VISA cases, including investigation, negotiation and preparation of clients for court proceedings, administrative work and drafting of pleadings.

File petitions/applications with the United States Citizenship and Immigration Services. Work closely with the Supervising Attorney to devise case strategies and ensure high quality of legal representation for program clients.

Coordinate and assist with legal research and background investigation to support writing of legal arguments.

Assist with client intakes, legal consultation and assess eligibility for the program.

Coordinate referrals for clients who cannot be represented by the agency.

Maintain client documentation and files (both electronic and paper) in a systematic manner.

Facilitate interpreting and translation services to Limited English Proficient clients.

Participate in ongoing training with law and immigration professionals.

Participate in weekly case management, program management and clinical supervision meetings (as assigned).

Any other civil legal-related duties for crime victims assigned by the Supervising Attorney or Executive Director.

QUALIFICATIONS: Experience working with immigrants and/or trauma survivors preferred.

BENEFITS: Employees who work 32 or more hours a week are eligible to participate in group medical, dental, and vision insurance coverage programs through CTR. The cost for the individual employee plan is paid by CTR. Additionally, CTR offers three weeks paid vacation, 13 paid holidays, matching 403b retirement plan, and sick leave. Employee work schedule is Monday-Friday from 9:00 am - 5:00 pm with a one hour paid lunch break.



Job Description: Attorney – Fellow Colorado Springs

Classification: Non-Exempt (Full-time)

Reports To: Supervising Attorney, Family Law

Salary Range: \$55,000 annual with benefits

ORGANIZATION OVERVIEW:

Colorado Legal Services (CLS) has strengthened lives, assisted families and supported communities --- one person at a time for over 90 years. We are a non-profit addressing complex legal issues pertaining to family, housing, consumer, public benefits, immigration, tax, identity documents, migrant farmworkers, immigrant survivors of crime, and other civil legal problems faced by low-income individuals and seniors. We are committed to providing high quality free legal advice and representation to eligible individuals throughout the State of Colorado. We have a long history of successful high impact, systemic advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve. For more information about CLS, visit <https://www.coloradolegalservices.org/>.

NATURE OF WORK:

In this position, the Fellow will work within the Colorado Springs office at Colorado Legal Services representing clients experiencing domestic violence. The Fellow will work closely with the clients, interviewing those clients in a trauma-informed way, and determine the best legal strategy to utilize to ensure a measure of safety for the clients and their children as applicable. Legal remedies will include obtaining temporary and permanent protection orders, and permanent domestic relations orders Dissolution of Marriage (divorce) and Allocation of Parental Responsibilities (custody).

ESSENTIAL DUTIES:

- Provide professional and high-quality direct legal services to a caseload of eligible CLS clients focused on safety and stability for low-income victims of violence, including representation in court and administrative proceedings in accordance with Legal Services Corporation regulations
- Maintain a manageable client caseload of approximately 100+ per year
- Provide legal representation and communication to eligible clients in accordance with program priorities through client interviews, investigation, and preparation of legal documents
- Conduct legal research, identifying ways to achieve best results for clients
- Provide expert advice to resolve complex case issues including researching federal statutes and regulations (as relevant), state statutes and regulations, administrative agency guidance and decisions, and state and federal caselaw.
- Ability to manage multiple projects and a variety of tasks and meet all deadlines

- Attend regular client intake meetings, as well as regular staff and administrative meetings
- Conduct community outreach, cultivate and manage community-based relationships in collaboration with partner agencies and organizations that refer clients to CLS as assigned
- Maintain expert knowledge in the law and participate in trainings to further legal knowledge and skills
- Keep abreast of legal changes, policy developments and requirements of county housing programs
- Consult and collaborate with fellow attorneys, co-counsel and paralegals and others to prepare and distribute educational materials and resolve clients public benefit matters as needed
- Maintain up-to-date client information in CLS's case management system to ensure accurate data collection and statistical tracking
- Other duties as assigned

REQUIRED QUALIFICATIONS AND EXPERIENCE:

The ideal candidate will possess the following:

- Graduate of an accredited law school
- Licensed to practice in the State of Colorado or qualify for admission to the Colorado Bar by motion
- Strong writing and verbal communication skills
- Self-motivated and innovative
- Thrive working in a fast-paced environment and ability to meet deadlines
- The ability to work collaboratively with staff, interns, and volunteers in a team-centered environment
- A strong commitment to advocacy in the public interest and passion for social justice
- A sensitivity to the legal needs of low-income individuals, seniors, individuals with disabilities, minorities, and individuals with limited English proficiency is required

QUALIFICATIONS:

- Experience in domestic violence law is preferred
- Strong organization and leadership skills
- Microsoft Office Suite Proficiency preferred
- Candidates fluent in Spanish are preferred

COMPENSATION AND BENEFITS:

CLS offers a generous benefits plan that includes 100% employee paid Health insurance, Vision insurance, and Delta Dental insurance, life insurance, long-term disability insurance, Employee Assistance Program (EAP), Dependent Care and Medical Flexible spending accounts, and 403(b) retirement account. Additionally, CLS offers a \$350.00 monthly stipend (to be used as you chose), generous Paid Time-Off and 12.5 paid holidays per year. CLS values its employee's commitment to working hard work for the population we serve and recognizes the importance of work/life balance; therefore, we offer flexible work schedules, hybrid work arrangements, and we promote and foster a diverse, inclusive, equitable and psychologically safe work environment, striving to be a "Best Place to Work" in Colorado.

CLS embraces diversity, inclusion, equity and belonging as an Equal Opportunity Employer in a serious way. We are committed to building a workforce that respects and seeks to empower each individual and represents a variety of diverse cultures, perspectives, skills and experiences within our workforce. We encourage all qualified candidates to apply for this position.



DO JUSTICE, LOVE MERCY, WALK HUMBL Y

The Justice and Mercy Legal Aid Center (JAMLAC) is a non-profit organization that provides civil legal services for those who are struggling with poverty, abuse, and oppression. We provide full civil legal representation, legal consultations, advocacy and legal workshops that help survivors, immigrants and other clients seek justice.

For more information, visit www.jamlac.org.

Job Description – Family Law CCJC Fellow

- Represent and/or co-counsel on cases for victims in civil matters in and out of court including, but not limited to, contested and non-contested temporary protection orders, contested and non-contested permanent protection orders, court status conferences, child support and parenting time temporary orders hearings, child support and parenting time permanent orders hearings, modification of child support and modification of parenting time hearings, dissolution of marriage temporary orders hearings, dissolution of marriage permanent orders hearings, creditor/debtor issues, bankruptcy filings, landlord/tenant disputes and other civil legal matters.
- Conduct meetings with clients, prepare victims and witnesses for court appearances.
- Work with and direct paralegal and support staff.
- Advise clients on legal rights and responsibilities including victim's rights under the Colorado VRA and Crime Victim Compensation when applicable.
- Prepare legal documents necessary for each case. Researches and writes motions and briefs for cases.
- Partner, collaborates and networks with other victim service organizations. Provides one on-one consultations at partnering Family Justice Centers.
- Participate in an in-person orientation on grant deliverables and project-related expectations with JAMLAC Director/Supervising Attorney
- Participate in quarterly professional development trainings aimed at enhancing their abilities to provide crime victims with civil legal services, which will be in-person, via webinar, or conference call. This includes attendance at relevant conferences.
- Work with paralegals and victim advocate to ensure all clients served by the fellow have access to additional support services.
- Participates in *pro se* clinics and provide educational presentations to victim service organizations and other community organizations as assigned.

BENEFITS include:

- Kaiser health insurance and health savings account contribution OR health benefit stipend
- Access to dental discount plan
- Vision discount plan
- Sick time - 6 days
- 2 weeks of vacation; increases after 2 years.
- Holidays off (Christmas Eve through New Years Day, MLK Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving)
- Access to licensed counselor for all employees
- Ongoing trauma resilience support/training
- Leadership, personal, and professional development
- Colorado Bar license and other memberships as pertinent to position
- Professional trainings, conferences, and workshops that are pertinent to position
- Retirement benefit after one year of employment

The Rocky Mountain Immigrant Advocacy Network **CCJC Fellowship Job Description**

Nonprofit Host Organization

The Rocky Mountain Immigrant Advocacy Network (RMIAN)

Contact Information

7301 Federal Blvd, Suite 300

Westminster, CO 80030

Emily Brock, Children's Program Deputy Managing Attorney

ebrook@rmian.org

Description of the Organization

RMIAN is a nonprofit organization that serves low-income men, women, and children in immigration proceedings. The RMIAN Children's Program provides free legal services and information to ensure that immigrant children's rights are protected and that they are afforded the opportunity to apply for the legal protections available to them. RMIAN Children's Program clients include child survivors of sex and labor trafficking, child abuse, domestic violence, sexual assault, and children fleeing persecution in their home countries. The RMIAN Children's Program provides free legal representation in a system where even young children are forced to represent themselves if they cannot afford a private immigration attorney. To meet the large and growing demand for immigration legal representation, RMIAN also relies on a dedicated network of volunteer attorneys to provide legal representation to RMIAN clients. RMIAN's Social Service Project also provides wraparound holistic services and support to children, families, and individuals in detention.

Description of the Fellow's Work

The fellow will be responsible for providing direct legal representation to 45 child crime survivors in their immigration matters. The work will focus on immigrant children who are survivors of child abuse and neglect, and other serious crimes. The fellow will ensure these children understand their legal options and the pathways available to them to apply for lawful immigration status in the United States. The fellow will represent these children before the Colorado state courts in proceedings for guardianship and allocation of parental responsibilities to obtain the requisite state court order for eligibility for Special Immigrant Juvenile Status. Furthermore, the fellow will represent these children before the Department of Homeland Security United States Citizenship and Immigration Services (USCIS) in applications for Special Immigrant Juvenile Status, employment authorization, Lawful Permanent Residency, and other relief as applicable. For children who are in removal proceedings, the fellow will also provide representation before the Department of Justice Executive Office for Immigration Review (EOIR), at the Denver Immigration Court. The fellow will also provide legal screenings, information, and referrals to an additional 15 individuals and will collaborate with other organizations and service providers serving crime survivors.

Required and Preferred Qualifications for the Fellow (Please note: we will collect a resume, cover letter, writing sample, and list of references from each applicant).

- Colorado state bar license required
- Passion for RMIAN's mission, and demonstrated commitment to social and racial justice required
- Dedication to working with low-income individuals in non-profit setting required
- Spanish fluency strongly preferred
- Experience in immigration law and experience working with children preferred

Benefits:

This is a full-time, salaried, exempt position. Salary includes a phenomenal benefits package, which includes:

- Generous paid time off with 15 days of vacation in the first year of employment and an additional 2 days for each additional year of employment, 10 sick days, 11 Federal holidays, plus an annual week-long end of year office closure;
- Excellent health insurance (100% covered by RMIAN);
- Life insurance, professional liability insurance, and short-term disability insurance (100% covered by RMIAN);
- Eligibility to participate in RMIAN's Simple IRA retirement plan (RMIAN matches 3%);
- Eligibility to participate in RMIAN's flexible spending plan; and
- Eight-week sabbatical after five years of employment.