Job Title: Domestic Violence Prevention Paralegal

Location: Pueblo

Classification: Exempt

Reports To: Reports to Managing Attorney

Salary Range: $45,034 to $60,997 plus $4,200 yearly stipend. Salary commensurate with experience.

Organization Overview:
Colorado Legal Services (CLS) is Colorado’s statewide nonprofit legal aid program, with thirteen offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas, including family law, public benefits, eviction defense, consumer protection, services to survivors of serious crime and human trafficking, and many others.

CLS has strengthened lives, assisted families, and supported communities—one person at a time for over 90 years. We are committed to providing high-quality, free legal advice and representation to eligible individuals throughout Colorado. We have a long history of successful impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

Position Summary:
Working under the supervision of the Managing Attorney, the Domestic Violence Prevention Paralegal shall provide prompt, competent support and work closely with the domestic violence prevention attorney, the Client Support Services social worker, and the Language Access provider in the provision of an interdisciplinary holistic approach to services.

Essential Duties:

- Review domestic relations and domestic abuse case referrals from community partners, complete CLS intake, and provide referrals for applicants who cannot be represented;
- Conduct initial case investigation and client interviews, then prepare pleadings, letters, and other documents under the direction of an attorney;
- Facilitate outreach and training for partner organizations working with survivors of domestic violence or other vulnerable populations;
- Develop and maintain familiarity with court policies and procedures related to divorce and custody cases;
- Ensure equitable language access for clients with limited English proficiency, utilizing interpretation and translation services as necessary;
- For applicants CLS cannot accept for full representation, draft advice letters,
- Close the associated matter in case management system after completion;
- Ensure complete and accurate data entry into case management systems and client files;
- Develop relationships with client-eligible communities and local partner agencies, including providers of services to seniors and survivors of domestic violence;
• Make presentations to court personnel, community members and organizations;
• Attend program meetings, as assigned;
• Together with domestic violence advocates and CLS staff, develop strategies for providing appropriate training of domestic violence providers and attorneys;
• Demonstrate trauma informed care, patience, empathy, sound judgment and common sense in all client communications;
• Assist Client Support Services Social Worker, Language Access Provider and Domestic Violence Prevention Attorney to conduct community presentations and outreach to help build a culture that opposes domestic abuse and seeks prevention methodologies.

QUALIFICATIONS  Strong communication skills required for client interaction and outreach. Requires excellent organization skills, ability to independently manage multiple tasks and deadlines, attention to detail, with demonstrated time-management skills and an ability to reprioritize as needs shift. 0-2 years experience in family law is preferred. Must have high school diploma or GED, paralegal certificate or bachelor’s degree preferred. A working knowledge of Microsoft Office, the legal system, and the Colorado social services landscape will be essential. Must demonstrate sensitivity to the needs of crime victims, low-income persons, and non-English speakers. Some legal experience and bilingual fluency strongly preferred.

Compensation and Benefits:
We offer a generous plan that includes 100% employer paid premiums for employee health, dental, vision, life, and long-term disability insurance as well as partial employer paid premiums for spouses/dependents, based on a sliding scale. We also offer Dependent Care and Medical Flexible spending accounts, a 403(b) retirement account, and an Employee Assistance Program (EAP). Additionally, CLS offers a $350.00 monthly stipend (to be used as you choose), generous paid time-off and 12.5 paid holidays per year. CLS values its employees’ commitment to working hard for the population it serves and recognizes the importance of work/life balance; therefore, we offer flexible work schedules and hybrid work arrangements as appropriate. We promote and foster a diverse, inclusive, equitable, and psychologically safe work environment, striving to be a “Best Place to Work” in Colorado.

How to Apply:
Please email a copy of your resume and cover letter to hiring@colegalserv.org. Please include “Domestic Violence Prevention Paralegal- Pueblo” in the subject line.

Note: Please mention how you heard about the job announcement in your email.

Please no solicitations from recruitment firms.

Our Commitment to Diversity, Equity, Inclusion, and Belonging:
CLS embraces diversity, equity, inclusion, and belonging as an Equal Opportunity Employer. We are committed to building and retaining a workforce that respects and empowers each individual and represents a variety of diverse cultures, perspectives, skills, and experiences. We encourage all qualified candidates to apply for this position.