

<b>Job Title</b>	<b>Policy Analyst with Legal Sub-Team</b>
<b>Employer/ Agency</b>	Texas Council on Family Violence
<b>Job Description</b>	<p>The <b>Texas Council on Family Violence</b> is a statewide organization representing a network of domestic violence programs that provide direct services to victims and their families, and serves as the voice of victims at the state level while working with local communities to create strategies to prevent family violence.</p> <p>Policy Analysts work on the Legal Sub-Team of the Policy Team within TCFV, reporting to the Policy Manager or Policy Director, as determined by the Policy Director. This Policy Analyst will focus on enhancing legal options for survivors of family violence. S/he will provide support to agencies and professionals that directly advocate for survivors of family violence, as well as those who develop and implement laws, regulations and policies to maximize victim safety and offender accountability.</p> <p><b>II. Priority functions / Accountabilities:</b></p> <ul style="list-style-type: none"> <li>• Provide technical assistance to advocates, civil and criminal justice system officials and other allied professionals;</li> <li>• In coordination with the Team, develop processes to monitor and analyze the effective implementation of family violence laws, rules and policies;</li> <li>• Create, develop and update written materials and protocols as appropriate, for use by survivors, family violence programs and allied professionals, with particular emphasis on increasing access to legal services for survivors;</li> <li>• Assist with planning, organizing and executing summits, conferences and other training events for legal advocates, criminal justice system officials and others;</li> <li>• Manage the Legal Advocates Network (LAN) listserv, serve as its caucus liaison, organize regional training meetings, and support legal advocates across the state;</li> <li>• In coordination with the Team, research, develop materials and provide support for the TCFV Public Policy Committee and the Policy Director prior to and during legislative session; and</li> <li>• Perform other policy-related activities individually or in coordination with the Team as requested by the Policy Manager and Policy Director.</li> </ul>
<b>Qualifications</b>	<p><b>III. Minimum Knowledge, Skills, and Abilities Sought:</b> To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>• Strong and effective interpersonal skills to work collaboratively with a wide variety of people and organizations;</li> <li>• Self-driven to work independently with minimal supervision and use disciplined time management skills;</li> <li>• Ability to work within a team to offer support and collaborate on team</li> </ul>

	<ul style="list-style-type: none"> <li>projects;</li> <li>• Thorough knowledge of domestic violence issues and the institutional response to survivors;</li> <li>• Ability to maintain strict confidentiality of employee, donor, funder, survivor and case information;</li> <li>• Demonstrated skill in development and presentation of adult education programs involving social change issues;</li> <li>• Excellent organizational, written and oral communication skills;</li> <li>• Ability to analyze and synthesize information; and</li> <li>• Proficiency with Windows 2000 or above, Microsoft Office applications and Microsoft Outlook.</li> </ul> <p><b>IV. Education and Experience</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in political science, public policy, social work, criminal justice or related field; and</li> <li>• Three years’ experience in public policy, legal or systems advocacy work, including at least one year in the domestic violence movement.</li> <li>• Alternatively to the above, a combination of a lower degree of education beyond high school and additional years of experience with a documented record of the ability to perform duties and responsibilities of the position is acceptable.</li> <li>• Must have a strong understanding of the legal system.</li> </ul> <p><b>V. Working Conditions and Environment/Physical Demands:</b></p> <ul style="list-style-type: none"> <li>• Ability to read, write and converse in English (Spanish in addition to English is a plus);</li> <li>• Availability to travel, including some overnight trips; and</li> <li>• Requires occasional bending, stooping, lifting and carrying objects up to 25 pounds, with or without accommodations.</li> </ul>
<b>Salary/Hours</b>	The requirements of the Policy Analyst’s position may exceed 40 hours per week and may require occasional adjustments in work hours, depending on assigned projects and activities.
<b>Application Method</b>	To be considered for this position, a cover letter, resume and completed employment application are required. The application may be downloaded at <a href="http://www.tcfv.org/wp-content/uploads/2014/02/Employment-Application.doc">http://www.tcfv.org/wp-content/uploads/2014/02/Employment-Application.doc</a> . Email documents to <a href="mailto:kmcalister@tcfv.org">kmcalister@tcfv.org</a> or Fax to 512-685-6397, Attn: Kate McAlister.

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

