

## **Job Posting Office of the Child's Representative**

**Title: Diversity, Equity and Inclusion (DEI) Staff Attorney**

**Job Location:** Denver, Colorado

**Salary Range:** \$10,055 - \$11,991 per month\*

**Employment Type:** Full-Time (40 hours/week); benefits and PERA eligible

**Apply By:** 10/8/2023 at 11:59 p.m.

\*Each position within the Judicial branch has a certain salary range assigned to it. Based on experience and other factors, newly hired employees typically begin their employment towards the beginning of the pay range.

### **OCR MISSION**

The [Office of the Child's Representative \(OCR\)](#)'s mission is to give children and youth a voice in Colorado legal proceedings through high-quality legal representation that protects and promotes their safety, interests, and rights.

### **OCR VISION**

Justice, opportunity, and healthy families for all court-involved children and youth.

### **OCR VALUES**

- **Accountability:** Colorado's children, attorneys, families, and communities can count on OCR to ensure that each decision we make and action we take advances our mission in a fair, equitable, inclusive, and transparent manner.
- **Efficiency:** OCR strives to accomplish its mission and conserve resources by streamlining efforts, adhering to deadlines, resolving conflict constructively, and honoring well-defined projects, processes, and roles. We balance our drive to achieve with thoughtful planning and implementation.
- **Empowerment:** OCR cultivates an environment of respect, honesty, and equity. We value the diverse experiences and expertise of the children we serve, our attorneys, and our staff. We invest time to reflect and connect, focus on strengths, value feedback, and recognize success. We stand for justice and support each other in our mission to empower children.

### **GENERAL STATEMENT OF DUTIES**

OCR is an independent agency within the State of Colorado Judicial Branch that supports and oversees attorney guardians *ad litem* (GAL), child's legal representatives (CLR), and counsel for youth throughout the state. OCR contracts with approximately 275 attorneys to provide these services and employs 12 attorneys and five case consultants in its Colorado Springs Office. OCR is responsible for payment and oversight of attorney services in 11 case types, including but not limited to dependency and neglect (D&N), delinquency and direct file, domestic relations, probate, paternity, and truancy. OCR implements multidisciplinary legal representation by hiring case consultants (CCs) with educational and social work expertise in its Colorado Springs Office, allowing contract attorneys to hire their own CCs, and contracting with a pool of CCs to assign to individual cases as requested by attorneys.

The **Diversity Equity and Inclusion Staff Attorney** will advance children's and youth's rights and promote equity and justice for youth in Colorado by coordinating strategies, supports, and programs that ensure excellence in representation and engaging in policy advocacy through committee, legislative, and other work. This is a newly created position at the OCR and presents an opportunity for an experienced and skilled attorney to address disparity and disproportionality in all of OCR case types. Children of color face an increased likelihood of multiple placements, congregate care, poor educational outcomes and are less likely to find a permanent home. LGBTQ children and children with disabilities face many of the same obstacles, and this position will also advance justice for these populations. Additionally, the Diversity Equity and Inclusion Staff Attorney will support the OCR's efforts to recruit and retain a diverse staff and attorney pool and will inform the OCR's endeavors to cultivate and sustain a welcoming, inclusive, and supportive environment and culture in its offices and in its attorney and CC contractor community.

This is a full-time, non-classified position that is exempt from overtime under the Federal Labor Standards Act, serving at the pleasure of the OCR's Executive Director. All prospective employees of the Colorado Judicial Branch are subject to background investigation prior to hiring.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

The **DEI Staff Attorney** will support effective litigation as a statewide resource to attorneys on key legal and practice issues involving DEI issues and will develop strategies, training, and resources to support OCR attorneys in providing excellent legal representation for youth. They will advise OCR management on DEI issues including human resources, hiring practices, and the cultivation of an inclusive culture that promotes empowerment and belonging for staff and contractors. The **DEI Staff Attorney** will also represent OCR on statewide committees and inform and participate in OCR's legislative and policy advocacy regarding DEI issues.

Specific responsibilities include, but are not limited to:

- Develop and implement strategies to advance diversity, equity and justice in all OCR case types.
  - Serve as a statewide resource to attorneys on key legal and practice issues and support OCR staff in addressing DEI issues.
  - Meet with attorneys to provide litigation support and assess case needs and trends.
  - Analyze legal and resource trends and court practices impacting youth, especially youth of color, LGBTQ youth, youth with disabilities, and other marginalized populations.
  - Develop and maintain practice resources for OCR's Litigation Toolkit.
  - Serve as key staff attorney/content lead on OCR's DEI efforts including training. Inform and contribute to OCR's overall training program.
  - Develop practice materials and supports.
  - Ensure OCR's practice resources, including OCR's Litigation Toolkit and Colorado's Guided Reference in Dependency, appropriately support attorneys in challenging disproportionality, addressing disparities, and advancing justice for children and youth.
  - Identify and develop best practices and concrete litigation strategies to combat disproportionality, discrimination, and injustice in all OCR case types.
- Develop and implement strategies to address systemic disproportionality and promote equity and justice for children and their families in Colorado's child welfare, juvenile justice and all other OCR case types.
  - Monitor trends regarding disproportionality and inequities across OCR case types, focusing on race, ethnicity, disability, LGBTQ, and other populations impacted by disproportionality and discrimination.
  - Advance OCR's mission and vision through committee work and other stakeholder outreach and collaboration.
  - Inform OCR's legislative and policy advocacy.
- Inform OCR's strategies to achieve a diverse workforce and cultivate a welcoming, inclusive, and supportive environment for all staff and contractors.
  - Develop and provide expertise regarding Colorado and Federal Law, including but not limited to FMLA and the ADA with an understanding of agency implications and responsibilities.
  - Engage in strategic planning regarding OCR'S DEI efforts to promote equity, diversity, and inclusion in OCR's contractors and staff.
  - Improve OCR's selection and oversight processes and develop tools to ensure a diverse and culturally competent contractor pool and staff. This will include effective strategies for retaining and supporting professional development.
  - Collaborate with the OCR DEI Committee to identify strategic needs and goals. This will include a review of current processes to determine if they support DEI principles and goals.

The OCR is a small office managing many legislative mandates, and the responsibilities of this position may vary at times depending on agency needs and priorities. The attorney in this position must have strong teamwork, communication, and collaboration skills, an ability to establish and adhere to realistic deadlines, and a willingness to adjust priorities and projects as necessary to address immediate policy, practice, and legal developments.

## QUALIFICATIONS

**The successful candidate must be an attorney licensed in the state of Colorado or licensed in another state and eligible to be licensed in Colorado within 12 months of the start date.** The successful candidate will have experience in the juvenile justice and/or child welfare systems, preferably as a child's attorney. The successful candidate must be able to demonstrate strong legal knowledge and advocacy skills, excellent organization and project management abilities, strong written and oral communication skills, exceptional leadership, and a passion for advancing justice for children and youth. The successful candidate must be creative, self-motivated, and able to work in a decentralized environment without close supervision.

## WORK ENVIRONMENT

This position will likely begin remotely 80 to 100% (working from home with an eventual transition to either a full-time or hybrid return to the office). OCR is willing to consider applicants outside the Denver metro area as long as they reside in Colorado, are able to effectively perform their job responsibilities from their remote work environment and will make themselves reasonably available for metro area in-person meetings and other events as required by OCR.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position occasionally handles emergency or crisis situations and may be frequently subject to interruptions, multiple calls and inquiries.

## OTHER DUTIES/TRAVEL

The OCR is a small office that must adapt to changing needs quickly, and special projects or duties outside the primary scope of the position may be assigned by the supervisor or Executive Director. The OCR serves the entire state of Colorado, and agency needs may require travel to events outside of the Front Range, including annual jurisdictional visits and conferences (state and national). The estimated amount of work time related to travel outside of the Front Range for this position is less than 15 percent.

## HOW TO APPLY

Email **cover letter, resume and at least three professional references** to: [ghella@coloradochildrep.org](mailto:ghella@coloradochildrep.org).

**In your cover letter, please be sure to share your ideas for:**

- Your approach to litigating these issues in cases and at the policy level.
- Recruiting and retaining a diverse staff, attorney and case consultant pool.
- Anything you want to share about your own lived experience relevant to this position.

**Applications will not be considered that contain documents that are illegible, or incomplete or are in a file format OCR cannot open or read (PDF preferred, Microsoft Word is acceptable).** Be sure your application materials specifically address your experience and qualifications for the position described in this announcement. Successful applicants will be contacted to schedule an interview. Applications received after the closing date/time will not be considered.