



VJLAP Northern Virginia Region Manager

The Virginia Judges and Lawyers Assistance Program (VJLAP), an independent 501(c)(3) organization, provides confidential, no-cost education and assistance to Virginia's legal community on issues related to mental health and substance use. VJLAP is seeking an individual for a remote-working position to manage VJLAP's outreach and clinical activities in the Northern Virginia Region.

Applicants should be highly professional, possess an outgoing personality and compassionate demeanor, be a self-starter capable of working independently, and be capable of maintaining strictest confidentiality of program clients.

Duties of the Position:

- Develop, maintain, and support relationships with judges, lawyers, law students, mental health providers, stakeholder groups, allied organizations, and other legal professionals in the Northern Region;
- Act as a known and first point-of-contact for judges, lawyers, law students, and other legal professionals seeking information or assistance from VJLAP;
- Listen to clients' concerns and provide peer support, mentoring, and supportive counseling and;
- Manage cases subject to VJLAP monitoring agreements, including providing oversight to volunteer mentors and providing status reports to the referring parties;
- Educate judges, lawyers, law students, and other legal professionals on VJLAP's programs and services; the occupational risks of practicing law; the importance of developing and maintaining wellness practices; and the identification and treatment of mental health concerns;
- Develop opportunities for and deliver continuing legal education sessions;
- Develop and actively engage a network of volunteers;
- Maintain confidentiality of anyone seeking VJLAP services;
- Maintain currency of the VJLAP case management database; and
- Create monthly activity reports and submit to VJLAP Clinical Director or designee.

Qualifications for the Position:

- Ability to build working relationships with key stakeholders, including law schools, local and specialty bar associations, the judiciary, mental health providers, and legal employers;
- A juris doctorate or its equivalent with personal experience with substance use *or* other mental health concerns (e.g., self, family, colleague, professionally) or an advanced degree in the mental health field with experience working with legal professionals (license preferred);
- Strong written and verbal communication skills, in person and online;
- Ability to effectively collaborate and relate to different legal professionals with various needs and from diverse groups; and
- Valid driver's license and reliable transportation.
- Preferred Qualifications: (i) residence in the Northern Region; (ii) member of the legal profession with personal experience.

This position is full-time and remote with the candidate working from home in Northern Virginia. Some travel will be required, with expenses paid. Competitive salary and benefits. VJLAP is committed to improving diversity, equity, and inclusion in the legal profession, we strongly encourage applications from individuals coming from populations that are underrepresented in law.

Northern Region: 15th Circuit (part): Caroline, Fredericksburg, Hanover, King George, Spotsylvania, Stafford; **16th Circuit (part):** Culpeper, Greene, Louisa, Madison, Orange; **17th Circuit:** Arlington; **18th Circuit:** Alexandria; **19th Circuit:** Fairfax; **20th Circuit:** Fauquier, Loudoun, Rappahannock; **26th Circuit:** Clarke, Frederick, Page, Rockingham, Shenandoah, Warren, Winchester; **31st Circuit:** Prince William

To apply, please submit cover letter, resume, and three professional references to tcarrroll@vjlap.org. Applications will be accepted until the positions are filled.