

**Colorado Supreme Court  
Colorado Lawyer Assistance Program (COLAP)  
Job Description**

**Job Title:** Executive Director  
**Status:** At-will employee  
Exempt  
Full-time  
**This position is not covered by the Colorado Judicial Department Personnel Rules.**

**General Statement of COLAP**

The mission of the Colorado Lawyer Assistance Program (COLAP) is to promote the well-being, resiliency, and competency of the legal community. We achieve this by addressing behavioral health concerns that can compromise an individual's career, relationships, professionalism, cognitive skills, health, and overall efficacy. COLAP services include education, individual and workplace consultations, serving as a liaison for various stakeholder groups, providing vetted and tailored referrals for personal and professional needs, and voluntary monitoring agreements. COLAP does not provide psychotherapy or legal advice and is not a crisis hotline.

COLAP's mission also includes educating judges, lawyers, licensed legal paraprofessionals, and law students about behavioral health issues impacting members of the legal profession.

COLAP operates independently from all other agencies and entities, and all communications with COLAP are privileged and confidential. The COLAP team, including the Executive Director, is uniquely qualified to assist the legal community with both their behavioral health issues and career-related concerns through a combination of clinical and legal experience and credentials, and all team members share a deep-seated commitment to this work. Our goal is to improve the well-being, civility, and integrity of the legal profession, to assist in the retention of competent lawyers, and to protect the interests of the public.

**General Statement of Duties**

The COLAP Director manages all aspects of the COLAP program, as set forth in Rule 254 of the Colorado Rules of Civil Procedure.

Due to the complexity of the clients and legal community served by COLAP, this individual must maintain strong professional boundaries, a heightened regard for confidentiality, and enjoy overseeing a structured office setting with clearly defined policies, procedures, and expectations. In addition, this individual must be able to embrace, adhere to, and further

COLAP's mission, values, and Colorado Rule 254. This position reports to the Colorado Supreme Court through the Supreme Court Advisory Committee on the Practice of Law (SCAC).

### **Essential Functions of the Position**

Pursuant to Rule 254, the responsibilities and duties of this position include, but are not limited to:

- Preparing and submitting for approval the annual budget to the SCAC; maintaining and overseeing the approved annual budget.
- Overseeing and managing the COLAP office, including:
  - overall supervision of clinical, administrative, and legal staff including hiring/firing, reviews, and salary increases;
    - training clinical staff on the legal profession, the Judicial branch, the regulation of the practice of law, and the justice system;
    - training legal staff about the medical and clinical professions;
  - approving staff expense reports;
  - strategic planning, project, and team management; and
  - streamlining operations, coordinating projects, and administering everyday functions.
- Overseeing and supervising managerial, clinical, and administrative support staff activities including but not limited to:
  - office operations;
  - volunteer program;
  - triaging, fielding, and staffing requests for assistance for behavioral health and career-related and professional issues;
  - treatment provider vetting;
  - monitoring agreements;
  - articles and publications;
  - educational outreach and programming on behavioral health issues;
  - monthly and annual reports to the SCAC and the Colorado Supreme Court;
  - critical incident processing and workplace wellbeing initiatives;
  - committee work; and
  - support/psychoeducational groups.
- Completing final approval of all marketing and educational publication materials.
- Maintaining regular meetings with appropriate stakeholders within the legal and clinical/treatment communities.

The goal of this position is to oversee, manage and supervise all operational, administrative, and clinical support to keep COLAP functioning at its best in order to provide support, education and consultation to members of Colorado's legal community and their families to assist with behavioral health issues that negatively impact a judge, lawyer, licensed legal

paraprofessional, or law student's personal or professional life and obligations.

**Knowledge, Skills, and Ability:**

- Ability to develop and maintain positive relationships with Colorado's legal community, bar associations, law offices, licensed legal paraprofessional offices, law schools, and courts across cultural differences and while maintaining discretion and confidentiality.
- Ability to productively direct, manage, and collaborate with team members and demonstrate effective interpersonal skills.
- Demonstrated clear and thoughtful written and oral communications.
- Excellent organizational skills including accuracy, the ability to maintain records and information with the highest level of confidentiality and prepare reports, and attention to detail.
- Ability to manage information flow in a timely and accurate manner.
- Ability to efficiently meet deadlines, prioritize workload, and manage multiple projects and/or client cases simultaneously.
- Knowledge of and demonstrated proficiency in standard computer applications and programs necessary to complete the functions of the job, including but not limited to Microsoft Office and a variety of online video conferencing platforms.
- Ability to handle sensitive or difficult interactions patiently and courteously with judges, lawyers, law students, licensed legal paraprofessionals, and other stakeholders.
- Ability to travel throughout the state of Colorado and out-of-state for professional and national organization meetings and conferences as appropriate.
- Maintain active membership on committees and boards.
- Attend legal-based events as appropriate.
- Ability to work remotely at times, with reliable and secure home internet and a confidential space to operate, as needed or required per current organization and public safety protocol.
- Ability to attend meetings and trainings as required or needed.
- Ability to manage, plan, and implement projects, and evaluate project success.
- The desire to be part of an organization that values service, people, integrity, responsibility, innovation, and teamwork.
- Willingness to embrace, adhere to, and promote COLAP's mission and vision.

**Physical Demands**

- While performing the duties of this job, the Director is regularly required to sit, stand, walk, reach with hands and arms, and talk and hear. The Director is occasionally required to walk; use arms, wrists, hands, and fingers to perform repetitive motions; and stoop, kneel, crouch, or crawl. The Director must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

### **Work Environment**

- The COLAP office is located at the intersection of Speer and I-25 in Denver, CO. The COLAP office functions as a partially remote office. This position requires the ability to stay on task, and multitask, in a reliable and confidential remote work environment. COLAP adheres to Colorado public health rules and guidance and Colorado Supreme Court direction; COLAP employees may be required to social distance, wear masks, and other health or safety precautions when in the office.
- The noise level in the physical work environment is usually quiet. This position is subject to many and regular interruptions, handling multiple requests and inquiries simultaneously, and managing multiple areas of responsibility. In addition, emergency or crisis situations may arise and the individual may be required to handle multiple calls and inquiries simultaneously. The individual may occasionally handle absentee replacement on short notice. Occasional evening and weekend work, travel outside of the Denver metro and overnight travel may be required.

### **Minimum Qualifications**

#### **Qualifications:**

- 1) At least one of the following:
  - An attorney (Juris Doctor) with an active Colorado license in good standing;
  - A master's or doctorate degree with active Colorado licensure in psychology, mental health, addiction counseling, social work or equivalent in good standing (examples: Licensed Psychologist, LMFT, LAC, LPC, or LCSW);
  - Advanced medical or nursing degree with active Colorado license in good standing.
- 2) Minimum 8 years of work experience with professionals in the legal, clinical, behavioral health, educational, and/or medical fields, or as a director, program coordinator, supervisor, office manager, high level administrator, or similar role.
- 3) Demonstrated effective public speaking and customer service.
- 4) Demonstrated leadership, supervision, and program management skills.
- 5) Demonstrated and verifiable reputation for professionalism, civility, and integrity.
- 6) Demonstrated adaptability, problem-solving and decision-making skills, and initiative.

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