VICTIM OUTREACH INTERVENTION CENTER

Job Description

Civil Legal Representation (CLR) Attorney

Supervisor: CLR Lead Attorney

Status: Part-time, exempt Fund source:

Hours vary

**Position Summary:**

The CLR Attorney is responsible to provide representation of domestic violence, dating violence, stalking and sexual assault victims in the civil justice system. This includes protections orders, support claims, custody issues, and divorce.

**Employee Requirements:**

1. Work is performed in accordance with established policies and procedures, consistent with VOICe’s Mission and Philosophy Statements.
2. Responsible for integrating justice, autonomy, restoration and safety into all professional services provided by the Agency.
3. Provide service to survivors eligible for VOICe services.
4. Maintain records and statistics in relation to services provided and in compliance with Agency contracts.
5. Facilitates an environment within the Agency that allows survivors to achieve service plan goals; promotes smooth operation of the Agency and respect for individual rights of survivors and staff.
6. Responsible for participating in assigned group(s) and for facilitating the achievement of Agency, work group and individual goals.
7. Assists in the implementation of all programming provided by the Agency.
8. Provide the Agency with information on issues/resources that are seen as survivor insensitive and are in need of education/system advocacy.
9. Attends staff meetings, case management meetings, in-service trainings, outside trainings and program meetings as required.
10. Completion of required Agency’s comprehensive victim services training program.
11. Completion of required self-training hours based on contractual requirements.
12. Possess the ability to lift and carry 25 pounds.
13. Act 33/34 clearances, fingerprinting and I9 documentation are required.
14. Possession of a valid Pennsylvania driver’s license and access to an insured automobile.
15. Must be able to read and communicate effectively both orally and in writing.
16. Ability to manage multiple tasks in an organized and efficient manner and to present self in a professional manner in the employment environment.
17. Proficient in Word, Excel, and PowerPoint.

**Job Components:**

1. Responsible for providing legal representation to victims of domestic violence, dating violence, stalking and sexual assault in civil legal cases with emphasis on protection from abuse and family law.
2. Handle caseload of custody and support cases, including client interviews, preparation of pleadings and other legal documents, court representation and appellate work.
3. Coordinate legal research and preparation of court documents.
4. Maintain appropriate files, records, and reports according to legal ethical standards and as required by funding sources and Executive Director.
5. Provide staff consultation as needed.
6. Maintain continuing legal education (CLE) credits as required by the Continuing Legal Education Board.
7. Perform related work as required by the CLR Lead Attorney and/or Executive Director.

**Qualifications:**

Juris Doctorate as well as passage of the Pennsylvania Bar Examination required. One year’s experience in family law and admission to practice law in the Commonwealth of Pennsylvania.

I have read, discussed with my supervisor and understand this job description.

Employee Signature Date

Supervisor Signature Date