

**PART-TIME STAFF ATTORNEY
HEARTLY HOUSE**

This is a part-time, fully grant funded, non-exempt position that reports directly to the Director of Legal Services.

AREAS OF RESPONSIBILITIES

- Provide civil representation to victims for protection orders and other matters arising out of and related to family violence
- Perform legal intakes for clients requesting legal services from Heartly House
- Make appropriate referrals for clients seeking additional legal services
- Develop and maintain liaisons with the legal community to improve the courts' responses to victims of domestic violence/sexual assault/child abuse
- Develop and maintain coordination with other programs that provide representation to victims of domestic violence (Legal Aid Bureau, clinics, Maryland Volunteer Lawyers Service, etc.)
- Attend monthly staff meetings
- Develop and maintain coordination with other Heartly House programs that provide direct services to victims of domestic violence, rape/sexual assault, and child abuse
- Adhere to Heartly House philosophy, policies and procedures
- Assist in the completion of grants/contracts and funder-required documentation including statistical and narrative reports, monthly financial reports, and other documentation required by the funding sources used in the Legal Services program
- Maintain client confidentiality
- Other duties as assigned by the Director of Legal Services

EDUCATION AND EXPERIENCE

- Juris doctorate from accredited law school; admitted to practice before the Maryland Bar required
- Experience practicing domestic relations law, with criminal law knowledge
- Experience in domestic violence, rape/sexual assault, and child abuse preferred
- Demonstrated commitment to legal services
- Ability and willingness to implement management decisions which she/he may not have participated in making
- Must successfully complete Heartly House training