

Staff Attorney

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Position Overview

Working under the supervision of the Legal Services Director, the Attorney provides legal representation to victims of domestic violence primarily in the areas of peace and protective orders.

While many position responsibilities are outlined, it is understood that specific directives will be provided by the Legal Services Director as they pertain to the effective and efficient operation of the organization.

Essential Job Functions

- Provide information, referral, legal consultation and advice to clients related to domestic violence and family law, including:
 - Civil and criminal legal options and resources;
 - Civil order of protection remedies and procedures;
 - Representation in 30 matters per month;
 - Referrals to free, monthly Woman's Center workshops on "Legal Aspects of Separation and Divorce" and "Emotional Aspects of Separation and Divorce";
 - Referrals to the Victim Assistance for Spousal Abuse Program (VASA);
 - Referrals to private attorneys;
 - Referrals to the Anne Arundel County Pro Bono Program Services provided at the Woman's Center and at the shelter (free to clients);
 - Provide legal representation at Civil Order of Protection hearings;
 - Respond to legal information telephone calls as needed;
 - Adjunct responsibilities will include the maintenance and submission of hours worked, completion and submission of client forms, maintenance of client files, collection of client data, submission of client and financial information for reports to funders and YWCA;
 - Consultation and coordination the services of the YWCA as needed;
 - Support the collation and preparation of AOC quarterly statistical reports;
 - Assistance in collating statistical reporting for various grant funders.

Non-essential Job Functions

- Also may include: provision of legal information and training agency staff and community groups, supervision of a law student, supervision of a paralegal intern;
- Attend YWCA staff meetings, as required.
- Perform other duties as deemed necessary by the Legal Services Director and/or CEO.

Requirements

- Juris Doctor and Licensed to practice Law in Maryland;
- Experience in family law and domestic violence, preferred;
- Proficient computer skills in Microsoft office products such as Outlook, Excel, and Access;
- Commitment to the mission and vision of the YWCA of Annapolis and Anne Arundel County.

Knowledge and Abilities:

- Excellent verbal and written communication skills;
- Ability to remain calm when others are in crisis;
- Ability to work independently with sound judgment;
- Ability to work with culturally diverse groups of both genders;
- Knowledge of the dynamics of domestic violence;
- Ability to keep accurate records;
- Ability to communicate effectively with clients, co-workers, supervisors, representatives from community agencies, volunteers, and donor organizations.
- Committed to continuous improvement.