



SHELTER FOR ABUSED WOMEN & CHILDREN JOB DESCRIPTION

Title: **Staff Attorney**
Reports to: Director of Programs
Status: Fulltime, Exempt

Description: Provide legal support, representation, advice and counsel, to victims of domestic violence. This position involves professional work in performing legal services within the workings of The Shelter. Employees in this classification coordinate services to and assist pro se litigants in the selection and completion of proper forms and procedures for effectively accessing judicial services. Work entails assisting victims in obtaining protective injunctions, communicating victim rights/responsibilities under the law and outlining legal options for achieving desired outcomes. Employees in this category must demonstrate extensive knowledge in regards to the operation of the court system and its various entities. Florida Statutes, rules of civil procedure, judicial orders, policies and departmental guidelines must be strictly adhered to and enforced. Effective communication is a prerequisite for this position. The broad scope of assignments dictates that the employee assigned exhibit initiative, sound judgment and the ability to function independently. This position reports directly to the Director of Programs who evaluates work progress and the quality of results through conferences, review of written reports, and results obtained.

Requirements & Skills: Juris Doctorate (J.D.)
Registered with the Florida Bar
Graduation for an accredited law school
Considerable experience in professional legal work or any equivalent combination of training and experience
Experience in domestic violence intervention preferred
Bi-lingual (English/Spanish) preferred
Basic computer skills
Ability to advocate on behalf of victims
Ability to perform calmly in crisis situations
Training and experience in crisis intervention counseling preferred
Successful completion of Core Competency course
Successful completion of first aid and CPR class
Valid Florida driver's license

Duties: Provide empowerment based advocacy for all participants and assess participant needs, assess lethality of participant's situation, assist participant with adaptation and development of safety plan

Maintain and report statistical measurements as required, maintain documentation as required, maintain knowledge of community resources and refer/advocate as necessary, maintain current knowledge of domestic violence, demonstrate an understanding of prevention principles and implement prevention activities. Other duties and tasks as assigned by Manager

Major Duties and Responsibilities:

- Will be responsible for providing assistance to self-represented injunction petitioners.
- Advise victims of civil court procedures, availability of injunctive relief and protection.
- Will be responsible for the training of the domestic violence staff in the injunction process and continuous training as may be required.
- Assist and represent participants in injunction for protections, divorce, custody, mediation, post judgement litigation, child support, housing and other limited civil and criminal matters relating to domestic violence.
- Will be responsible for the ongoing communication with domestic violence and family court judges in injunction related issues.
- Will be responsible for lethality and safety plan review.
- Will be responsible for review of injunction and family related forms and maintenance of the forms for legal compliance.
- Will be required to work very closely with the Judiciary.
- Provide working relationships with outside agencies that interact with courts in injunction related issues.
- Confer with judicial staff, Judges, attorneys and Case Managers regarding various legal, social and safety issues.
- Conduct legal research as may be required.
- Will be responsible for accurate and timely preparations of documentation and statistical reports for management use and or to be submitted to federal, state and local agencies.
- Ability to work with individuals involved in litigation and stressful situations.
- Ability to work with individuals from culturally and economically diverse backgrounds.
- Will be required to perform related work as required.

Personal Advocacy and Follow-Up Contact:

Personal advocacy; emergency financial assistance and follow-up, assistance to secure victims' rights, remedies, and services from other agencies

Follow-up contact (in person, via telephone, or written) to offer emotional support, provide empathetic listening, and check on victim's progress.

Must be physically mobile and able to sit, stand, bend, stoop, and lift 20+ pounds. The Shelter for Abused Women & Children complies with the Americans with Disabilities Act of 1990 and support to the Deaf or Hard-of-Hearing in accordance with Section 504 of the Rehabilitation Act of 1973. The Shelter is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, or marital status. We assure you that your opportunity for employment with us depends solely upon your knowledge, skills, and abilities.

Signature of Preparer _____

Date _____

Signature of Employee _____

Date _____

ADA: