

PENNSYLVANIA COALITION AGAINST DOMESTIC VIOLENCE

Job Title: Staff Attorney
Department: Program Services Department
Reports to: Legal Services Manager
FLSA Status: Full-time, 37.5 hours per week; Exempt
Approved By: Caroline Boyce, Interim Executive Director
Katherine Bobeck, Director of Administration and Finance
Approval Date: April 20, 2017

POSITION SUMMARY:

The Staff Attorney is responsible to support and enhance the capacity of PCADV staff, attorneys and advocates from the statewide network of domestic violence programs and allied professionals to comprehensively assist victims of domestic violence and their children in their efforts to achieve social justice, safety, agency and restoration. In furtherance of these goals, the Staff Attorney provides a wide range of services, including legal research and analysis; trial and appellate guidance; referral; problem-solving assistance; systems change advocacy; best practices identification and dissemination; and protocols, networking, and data analysis. The Staff Attorney develops and delivers training on topics identified by PCADV and its constituent audiences. The Staff Attorney also participates in PCADV's Civil Legal Representation initiative and the Domestic Violence Attorney Network, and collaborates with those attorneys to improve access to justice for victims and their children.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the supervision of the Legal Services Manager, the staff attorney works collaboratively and independently to forward initiatives and projects of the Program Services Department. Regular duties include providing technical assistance guidance to lawyers and advocates; monitoring legal developments from case law, legislation, regulation and court rules impacting domestic violence advocacy; and developing and providing written materials and training to legal and non-legal audiences. The staff attorney will be expected to develop specialized focus on one or more topics impacting domestic violence, in light of program needs, experience and interest. The position does not involve direct representation of individual clients. On a day to day basis, the staff attorney tasks may include the following:

Legal Research and Writing

1. Research and analyze case law, statutes, rules, policies, legislation and legal trends relating to their impact on victims of domestic violence and their children. Develop concise written materials conveying essential information to target audiences.
2. Engage in critical thinking and writing that contributes to the identification of emerging changes in the law that may affect the needs of domestic violence victims.
3. Identify, develop, and communicate information on Pennsylvania and national best practices in providing legal and systems advocacy to victims of domestic violence.

4. Assist in the research, analysis and writing of amicus curiae briefs; analyze and respond to requests to join amicus curiae briefs of allied organizations.
5. Collaborate with Department staff to assure the utility and integrity of materials developed and distributed.

Training, Technical Assistance and Resource Development:

1. Collaborate with Program Services Department staff to develop and implement an training for network attorneys, advocates and other allied professionals. Training will be aligned with PCADV's strategic plan, state and national emerging issues, best practices and the needs of PCADV constituents.
2. Develop and participate in training and technical assistance for domestic violence program staff, attorneys, and others on domestic violence issues and best practices.
3. Partner with staff of the local domestic violence programs and incorporate the best practices of these programs into training and resources.
4. Participate in development of curricula, training tools and written materials, including manuals, model policies, procedures and protocols and white papers as identified in the strategic plan and by constituents. Ensure that materials incorporate principles of adult learning and include relevant, audience-appropriate learning objectives.
5. Consult with the Training Institute Manager and staff, and the staff of the Public Affairs Department, to ensure that all education, guidance, outreach and resources meets the highest levels of professionalism. Attend in-service and other professional development opportunities to acquire and manifest the highest standards of excellence.
6. Participate in the collection and analysis of data pertaining to the delivery of technical assistance and training; use data to ensure these services are responsive to constituent needs; strengthen future training based upon feedback.

Building and Sustaining Partnerships:

1. Collaborate with internal and external colleagues and allies in the development of community partnerships to enhance the delivery of comprehensive services to victims of domestic violence and their children.
2. Build mutually positive and supportive relationships with leadership and staff of PCADV member and subcontractor programs; take every opportunity to learn about and promote the programs' contributions to ending domestic and intimate partner violence.
3. Develop and advance state and community partnerships to enhance the delivery of comprehensive services to victims of domestic violence and their children.
4. Contribute to the development and maintenance of quality working relationships with state and local government agencies.
5. Network with allied professionals to facilitate the development and implementation of improved service delivery; create cross-training opportunities; build alliances for the promotion of policies and systems' responses that prioritize victim safety and offender accountability; and establish PCADV and its network of community-based programs as leaders in the movement to end violence against women.
6. Support an advocacy system for victims of domestic violence throughout Pennsylvania. Facilitate networking among domestic violence attorneys for mutual support, problem solving and capacity building.

Responsibilities To The Organization:

1. Participate in organizing and presenting information at attorneys meetings, workshops, and continuing legal education seminars.
2. Participate in the development of reports to funders and other entities.
3. Attend and participate in meetings of the Program Services Department, the Legal Services Team, and PCADV staff meetings and in-service trainings. Participate in discussion of critical issues related to responding and supporting victims of domestic violence and their children.
4. Ensure familiarity with best practices and challenges of PCADV domestic violence programs through meetings, site visits and research; incorporate best practices and domestic violence program experts into training, technical assistance and written resources.

Fiduciary Responsibilities:

1. Ensure that the goals, objectives and activities set forth in the PCADV strategic plan and staff work plans are carried out in a manner that is in compliance with project timelines and fiduciary responsibilities.
2. Identify opportunities for cost-savings and meeting the needs of constituent audiences with responsible allocation of resources and utilization of electronic communications and training opportunities.

Additional Responsibilities:

1. Support the work of PCADV committees of the Board of Directors, Membership and staff as assigned.
2. Perform other duties as assigned.
3. All duties performed on an ongoing basis.

QUALIFICATIONS AND COMPETENCIES:**Education And Experience:**

1. A law degree from an American Bar Association accredited law school.
2. An active law license demonstrating current eligibility to practice law in Pennsylvania.
3. A minimum of three years experience in the practice of law, including significant courtroom experience.
4. Thorough knowledge of Pennsylvania civil law and practice related to domestic violence, dating violence and stalking. Demonstrated knowledge of protection orders, custody, support, and divorce law; child abuse law; privileged communications law; and access and representation barriers confronted by victims of domestic violence in civil courts.

Other Qualifications:

1. Strong writing and editing skills.
2. Ability to understand and articulate relevant policy positions consistent with the priorities of the organization; synthesize large amounts of information in a manner that is accessible to a variety of audiences.
3. Understanding of issues of cultural and socioeconomic diversity as they apply to domestic violence prevention, intervention and services.

4. Strong evidence of ability to develop concise presentations and prioritize issues to support training and technical assistance needs. Experience with training and development of training materials also required.
5. Knowledge and understanding of requirements of technical assistance and how those requirements may differ from direct representation priorities.

Reasoning/Social/Psychological/Other Skills And Abilities:

1. Excellent problem-solving skills and the ability to facilitate critical thinking processes.
2. Ability to develop and maintain cooperative relations with a diverse array of individuals, organizations and government agencies.
3. Understanding of and willingness to learn advocacy-based analysis of the uses and limitations of research on domestic violence.
4. Demonstrated ability to manage time, evaluate progress, and adjust activities to complete work within established time frames; ability to effectively handle multiple tasks at one time.
5. Ability to work independently as well as collaboratively.

Communication Skills:

1. Excellent writing and editing skills, including issue analysis.
2. Strong verbal presentation skills and the ability to communicate with a wide variety of people and audiences.
3. Experience with meeting facilitation, training and public speaking.
4. Ability to communicate effectively on the telephone.

Computer Skills:

1. Experience with Word processing, Internet, and email. Macintosh experience preferred.
2. Experience with presentation software required. Experience using e-Learning/distance learning methods desirable.
3. Willingness to learn and apply electronic technologies.
4. Proficiency with electronic legal research.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear/listen. The employee frequently moves and sits. Specific vision abilities required by this job include ability to adjust focus.

Work Environment:

1. The noise level in the work environment is usually quiet, but with frequent interruptions.
2. All essential functions are to be performed at PCADV headquarters located in Harrisburg, Pennsylvania, except when travel is required.

Other Requirements:

1. Access to transportation. Willingness and ability to travel on occasion locally, statewide

- and nationally with some overnight travel required.
2. Strong commitment to the goals and philosophies of PCADV.
 3. Ability to maintain confidentiality.
 4. Ability and willingness to work cooperatively with a diverse group of people.
 5. Demonstrated knowledge of domestic violence and a commitment to ending violence against women.
 6. Demonstrated understanding of issues of cultural and socioeconomic diversity as they apply to domestic violence prevention, intervention, and services and the intersectionality of institutionalized systems of oppression and domestic violence.