

## A WOMAN'S PLACE POSITION DESCRIPTION

**TITLE:** Staff Attorney  
Program

**DEPARTMENT:** Civil Legal

**EMPLOYMENT STATUS:** Full-time  
Exempt

**WAGE & HOUR STATUS:**

**SALARY RANGE:** Grade 7

### VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman's Place are rooted in and guided by the following values:

**Courage:** A Woman's Place acts bravely and boldly, notwithstanding fear.

**Creativity:** A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

**Equality:** A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

**Integrity:** A Woman's Place is of sound moral character and adheres to ethical principles.

**Respect:** A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

**Social Justice:** A Woman's Place analyzes structural social inequalities in order to promote justice.

### VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

### MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

**PURPOSE OF POSITION:** The Staff Attorney is responsible for helping AWP to achieve its Vision by providing holistic legal representation to victims of domestic violence who are seeking emergency safety and relief through civil legal services.

**ORGANIZATIONAL RELATIONSHIPS:** Supervised by Senior Attorney

**OTHER RELATIONSHIPS:** Directors of other agencies, police chiefs, attorneys, judicial staff and judges, chief Deputy District Attorney and assistant District Attorneys, sheriffs and security personnel, court personnel and PCADV staff.

**FINANCIAL RESPONSIBILITY:** None

**ESSENTIAL FUNCTIONS:**

1. Provide Civil Legal emergency services to ensure the health and safety of domestic violence victims.
2. Provide assistance with filing Emergency, Temporary and Final PFA's.
3. Provide Assistance in filing Emergency Custody/Visitation Petitions to ensure the health and safety of victims and their children.
4. Provide legal advice and options to victims choosing not to file for PFA's.
5. Provide direct legal representation for agency clients in civil legal cases, with an emphasis on family law issues.
6. Provide representation to Protection From Abuse PFA petitioners through collaboration with Legal Aid.
7. Coordinate with Legal Aid to provide courtroom supervision of pro bono attorneys providing PFA representation.
8. Maintain Continuing Legal Education (CLE) credits as required by the Continuing Legal Education Board.
9. Participate in training and networking activities which contribute to an improved understanding of factors which impact representation of victims of DV, such as PCADV Legal Committee, PCADV Attorney Network, training, and other related committees and events, as necessary.
10. Maintain appropriate files, records and reports according to legal standards and as required by funding sources, Senior Attorney and Executive Director.
11. Contribute to the positive work environment of the organization.
12. Adhere to the confidentiality policy and other policies of A Woman's Place.

**OTHER FUNCTIONS:**

1. Participate in staff meetings, in-service training and other related functions
2. Other duties as assigned.

**ASSIGNMENT AND APPROVAL OF WORK:** Senior Attorney

**REPORT PREPARATION:** As directed by Senior Attorney.

**JOB REQUIREMENTS:**

*EDUCATION:* Juris Doctor from accredited U.S. law school admission to the practice of law in Pennsylvania

*EXPERIENCE & QUALIFICATIONS:*

1. Minimum of two (2) years family law/domestic violence experience preferred.
2. Minimum of two (2) years litigation experience in civil/family law cases preferred.
3. Judicial clerkship with family law judge preferred.
4. Non Profit experience preferred.
5. Experience practicing law in the Commonwealth of Pennsylvania preferred.
6. Sensitivity to women's issues and children's issues.
7. Ability to work with diverse populations.
8. Understanding of domestic violence and related issues.
9. Ability to function in a team environment.
10. Demonstrated ability to handle confidential information

11. Ability to work in a crisis setting.
12. Demonstrated ability to coordinate and supervise a diverse group of staff and volunteers.
13. Experience in family law, with some knowledge of the criminal law system.
14. Communicate orally and in writing.
15. Knowledge of family law and criminal justice system.
16. Time management skills
17. Program development skills.
18. Bilingual background desirable.

**LICENSES/CERTIFICATIONS:** Act 33 Clearance, valid Pennsylvania Driver's License and auto insurance

**PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:**

1. Operation of office equipment.
2. Lifting up to 35 lbs.
3. Travel involved
4. Willingness and ability to work varied hours
5. Exposure to cleaning supplies, office chemicals, paint and insecticides.
6. Go up and down stairs.
7. Ability to drive automobile.

**This is not an employment contract. A Woman's Place has the right to change duties and responsibilities as needed.**