

PENNSYLVANIA COALITION AGAINST DOMESTIC VIOLENCE

Job Title: Staff Attorney
Department: Operations
Reports to: Legal Services Director
FLSA Status: Full-time; Exempt
Approved By: Human Resources

STATEMENT OF RESPONSIBILITY FOR STAFF

At PCADV, we embrace diversity and our collective strength. We believe in creating a community where systems support all so everyone can thrive. PCADV is committed to actively growing and developing for all who serve within the organization. We are passionate about building and sustaining inclusive and equitable working and learning environments for all employees. To sustain a culture of accountability, every PCADV employee is responsible for the following behaviors and values:

- Accountability - we improve our organizational culture by engaging in healthy and constructive feedback behaviors
- Celebrate - we acknowledge and celebrate our diversity through active understanding and respect. Everyone associated with PCADV is expected to engage in allyship behaviors, make connections, challenge stereotypes, and address incidents of unconscious bias
- Engage - we engage each other by providing tools for success, get to know others, allow others to grow, recognize the efforts of others, encourage teamwork through reciprocity with acts of kindness. We center relationship building in our work as colleagues.
- Identifying challenges and problem solving - we identify gaps in communication, foster an environment of open and direct communication without repercussion, allow others to be and feel heard, define boundaries for awareness and safety and seek solutions to problems big and small.
- Discovering - we commit to process discovery by highlighting opportunities, finding information, and measuring outcomes of organizational and team goals.

POSITION SUMMARY

The Staff Attorney, part of the PCADV Legal Services Department, implements and supports PA Safe Law, PCADV's statewide legal helpline and information project for survivors of domestic violence, sexual violence, stalking, dating violence, and other crimes. The Staff Attorney applies legal expertise and effective strategies to support survivors. This role also works to expand access to civil legal services across Pennsylvania.

SUPERVISORY RESPONSIBILITIES

The position has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide legal information, referrals, and technical assistance through PCADV's Legal Helpline for survivors of domestic violence; This includes: monitoring and responding to the Legal Helpline during business hours via phone, e-mail, and chat platforms, as well as supporting and participating in divorce clinics as assigned
- Collaborate with internal and external colleagues and allies in the development of community partnerships to create greater statewide access to civil legal information, assistance, and representation for crime victims
- Participate in the development of public policy legislation, regulations and rules, legal position papers, briefs, and protocols on domestic violence
- Coordinate and facilitate five annual statewide Domestic Violence Attorneys' Network (DVAN) meetings to provide technical assistance, collaboration, and support for attorneys working to expand survivors' access to justice through the civil legal system
- Participate in the development and publication of papers, briefs, memos and technical assistance packets on prioritized issues related to civil and criminal legal issues facing victims of domestic violence in a clear, concise, and relevant manner
- Participate in the publication of electronic resources for victims and civil attorneys, including electronic newsletters, email updates and information for posting to the PCADV website and/or the Legal Helpline website
- Develop and regularly update a statewide referral network of legal and community resources, including civil legal aid, domestic violence programs, and other victim service providers for survivors of domestic violence, sexual violence, stalking, dating violence, and other crimes
- Attend and participate in meetings of the Legal Department, Program Services Department, PCADV staff meetings and in-service training as required
- Perform other duties as assigned

EDUCATION AND EXPERIENCE

- A law degree from an American Bar Association accredited law school
- An active law license demonstrating current eligibility to practice law in Pennsylvania
- Minimum of three years' experience in the practice of law
- 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

REASONING/SOCIAL/PSYCHOLOGICAL/OTHER SKILLS & ABILITIES

- Must be able work well independently as well as the member of a team
- Initiative and ability to work beyond instructions that include written, verbal, diagram, or schedules
- Good problem-solving skills that deals with a variety of concrete variables in situations where only limited standardization exists
- Demonstrated ability to effectively handle multiple tasks at one time

- Demonstrated ability to work under pressure, manage time, evaluate progress, and adjust activities to complete work within established time frames
- Ability to exercise independent initiative and sound judgment to identify problems and propose workable solutions

COMMUNICATION SKILLS

- Excellent written and verbal communication skills are required, especially when discussing legal issues
- Ability to communicate effectively and courteously in person, on the telephone, and electronically
- Must exhibit the ability to deal tactfully and respectfully with employees at various levels of the organization, with stakeholders, and with survivors

COMPUTER SKILLS

- Proficiency using Microsoft Word
- Proficiency with electronic legal research software systems
- Must be willing to learn new software applications, as needed
- Experience with Macintosh personal computers, preferred

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, and listen. The employee frequently moves and sits. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment described here is representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is able to be performed remotely, so the work environment may vary depending on the employee's preferred working conditions.