

YWCA of Annapolis & Anne Arundel County

Job Title: Staff Attorney	Job Code: TBD
Department: Legal	Job Grade: TBD
Revision Date: 3/9/2021	Fair Labor Standards Act (FLSA): Exempt

Position Overview

Working under the supervision of the Director of Legal Services, the Staff Attorney provides legal representation to victims of intimate partner violence and stalking. The ideal candidate will have a keen interest in litigation, be organized, detail oriented, capable of continually prioritizing tasks, team-oriented, have excellent time management skills, have a flexible schedule, and be able to function effectively in a fast-paced environment.

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

The Staff Attorney primarily provides legal representation in Civil Peace and Protective Order and attendant hearings in the District and Circuit Courts of Anne Arundel County.

Essential Job Functions

- Represent Clients in Peace and Protective Order and attendant hearings
- Represent Clients in Divorce and Custody hearings on a limited basis
- Provide Clients with Consultations/Advice as to their rights and options regarding divorce, custody, child support, modifications, peace and protective orders, and criminal matters and provide referrals to other resources
- Offer civil and criminal accompaniment and civil legal advocacy to clients
- Be proficient and timely in data collection and grant reporting
- Maintain organized client files, including electronic files
- Assist Clients with *pro se* preparation and assistance in filling out court forms/pleadings
- Assist with legal advocate responsibilities as needed, including, but not limited to, staffing the District Court YWCA Legal Services offices.
- Consultation and coordination with other YWCA supportive programs, including Safe House Shelter and Counseling, as needed.

Non-essential Job Functions

- Provision of legal information and training for the YWCA and community groups, supervision of a law student, supervision of interns, consultation with YWCA staff to develop a short and long-term safety planning for clients;
- Grant research and writing;
- Attend YWCA staff meetings, as required;
- Participate in YWCA events and activities;
- Maintain knowledge/education through continuing legal education and independent research;
- Perform other duties as deemed necessary by the CEO and the Director of Legal Services.

Requirements

- Juris Doctorate degree from an ABA accredited law school
- Admitted to practice in the State of Maryland and qualifies for a Certificate of Good Standing
- One (1) year of experience involving protective order and peace order law, domestic violence and sexual assault law (civil and criminal), and family law (strongly preferred but not required)
- Current, valid driver's license and insurance and reliable transportation to travel between office and courts
- Experience working with victim/survivors of trauma (strongly preferred but not required)
- Knowledge of the dynamics of intimate partner violence (strongly preferred but not required)
- Excellent oral and written communication skills
- Provide victim/survivors with client-centered and compassionate support
- Passionate about the mission and philosophy of the YWCA of Annapolis and Anne Arundel County
- Ability to work effectively with diverse groups and communities
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint), Google Workspace, Apricot (Social Solutions) and other computer software
- Oral and written fluency in one or more languages in addition to English (strongly preferred but not required)

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 all gender identities;
- 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.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee

Date