



Job Posting

Attorney

Please submit resume and cover letter Attention Jenny Boyer to jboyer@laurel-house.org. Deadline is April 13, 2018

Position Summary

This position provides civil legal representation to agency clients.

This position also represents Laurel House in the community by participating in community activities, as requested to, and/or as agreed upon, by their supervisor.

Hours: This position full-time, based on 40 hours per week. The times of day and hours will vary.

Responsibilities:

1. Provide legal evaluations, as appropriate, to domestic violence survivors in all Laurel House direct service programs.
2. Provide legal representation in divorce, custody, child support, protection from abuse, landlord/tenant as it relates to domestic violence
3. Provide legal consultation and support in the area of immigration.
4. Prepare cases for representation and attend all necessary hearings court hearings.
5. Serve as a presenter on legal issues at the 45-hour Domestic Violence JARS Training.
6. Attend meetings of relevant community groups and legal associations as assigned by supervisor.
7. Participate in volunteer, staff, board, and community trainings as assigned.
8. Participate in CLE presentations.
9. Maintaining necessary legal files.
10. Provide supervision and oversight for Paralegal.
11. Adherence to program budget.
12. Member of Montgomery County Bar.
13. Other duties as assigned.

Required Skills and Experience:

1. J.D. and admission to practice law in Pennsylvania
2. Preferred 2 years litigation and supervision experience
3. 45-hour Domestic Violence Training certification (upon hire)
4. Sensitivity to needs of victims/survivors of domestic violence
5. Knowledge of family law issues

Attorney

6. Willingness to provide civil legal representation in Montgomery, Bucks, Delaware, Berks or Philadelphia Counties
7. Understand fiscal management of grants
8. Computer literate
9. Valid driver's license and access to a vehicle
10. Willingness to work as part of a team using the empowerment model to assist victims of domestic violence

As with all other Laurel House employees, this position is held to the standards outlined in the Laurel House Personnel Manual. The Conflict of Interest policy outlined in the agency Personnel Manual will apply. **Laurel House will not discriminate against a staff member because of race, disability, color, creed, religion, sex, age, sexual orientation, national origin, ancestry, citizenship, veteran status, marital status, political belief or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, lay-offs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all staff based on qualifications and job requirements.**