



Job Posting: Attorney Temporary

Position Summary

This is a temporary position covering for an employee who will be on leave. This position provides civil legal representation to agency clients, with support from the agency's Paralegal. 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.

Reporting and Supervisory Relationships

Reports to: Executive Director
Supervisory responsibilities: None
Benefits: None - this is a Temporary Position
Status: Full-time, Hourly

Hours: This position is full-time, based on 40 hours per week. The times of day and hours will vary dependent on client need and court schedules. The position is available December 2020 – May 2021.

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. Prepare cases for representation and attend all necessary court hearings.
4. Attend meetings of relevant community groups and legal associations as assigned by supervisor.
5. Maintain necessary legal files.
6. Member of Montgomery County Bar Association.
7. Collaborate with community partner agencies, when appropriate.
8. Other VOCA eligible 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

Temporary Attorney

6. Willingness to provide civil legal representation in Montgomery, Bucks, Delaware, Berks or Philadelphia Counties
7. Spanish Fluency Preferred, but not required
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
11. Ability to work remotely as well as in office (located in East Norriton) and county courthouses.

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.

If interested, please send a cover letter and resume to Rachel Becker, Esq. at rbecker@laurel-house.org

AA/EOE