

The Montgomery Area Family Violence Program, Inc.
DBA Family Sunshine Center

Position Title:	Staff Attorney
Reports to:	Deputy Director
Status:	Full-Time, Exempt
Work Site:	FSC Administrative Office; other locations as needed to assist victims
Summary:	The Staff Attorney is responsible for providing legal counsel and assistance to victims of domestic violence and abuse, sexual assault, and/or stalking; providing representation in a variety of civil matters; appearing in state and local civil proceedings involving family law, housing, consumer protection, public benefits, and health care.

Responsibilities

1. Establish professional and compassionate/ trauma informed rapport with clients; deliver professional, competent and compassionate legal services in civil and domestic relations matters to victims of domestic abuse, sexual assault, and stalking in the FSC service area;
2. Collaborate with FSC's Legal Advocate to screen client referrals, provide services to clients, and address agency grant and administrative needs;
3. Assess and triage new referrals for representation in accordance with safety needs; assist client in exploring legal options and establishing realistic legal goals, manage client expectations; zealously represent clients in achieving stated goals; and maintain regular client communication and documentation;
4. Open, maintain, organize, and close client files in accordance with the policies and procedures of FSC's legal services policies and procedures and with the mandates of the Alabama Rules of Professional Conduct including, but not limited to, case management software files, server files, and paper files;
5. Solicit information as necessary from FSC Advocates, Case Managers, Counselors and other FSC staff for best representation of clients while maintaining attorney-client privilege;
6. Investigate parties/ witnesses; draft and file legal pleadings; propound and respond to discovery requests; draft and submit Proposed Orders with Motions and post-hearing as required;
7. Acquire and marshal evidence from law enforcement and other agencies and entities; subpoena records and witnesses as necessary;
8. Comport at all times with the Alabama Rules of Professional Conduct;
9. Maintain strict adherence to ethical and professional codes of conduct at all times;
10. Engender and maintain excellent and professional working relationships with the judiciary, bar and law enforcement agencies of the service area;
11. Maintain continuing familiarity with all State and Federal Laws potentially affecting clients;
12. Become familiar with local practices of the various courts in the service area;
13. Negotiate with opposing counsel/party as necessary; litigate issues as necessary;
14. Prepare witnesses for trials/ hearings/ court appearances; adequately prepare for trial;
15. Maintain familiarity with agency wide services and make referrals, as appropriate;

16. Maintain client case files and internal data logs, monthly statistical reports documenting case representation, provision of legal advocacy and referrals;
17. Collaborate in the development of strategies for increasing efficient delivery of services while maintaining the highest level of quality of services; and collaborate to continually improve documentation of services for reporting purposes and client file documentation;
18. Serve as an internal resource to FSC staff; answering questions and making educational presentations;
19. Respond to subpoenas, maintain FSC subpoena log, and protect the confidentiality of FSC employees, clients, and files;
20. Submit complete and accurate client and programmatic data, statistical reports, and evaluations, on a timely basis, and comply with other reporting requirements as required by agency policies and procedures;
21. Attend staff meetings and attend trainings in and out of state that are relevant to the mission of the agency; and
22. Perform other duties as assigned.

Qualifications

- Juris Doctorate degree and license to practice in the State of Alabama
- Three (3) years of practice experience in family law, divorce, custody, family court, juvenile proceedings or social services preferred
- Experience working with vulnerable, marginalized and/or underserved populations

Knowledge, Skills and Abilities

- Sensitivity to issues of domestic violence and abuse, sexual assault and stalking
- Experience in the use of current Microsoft Office Suite
- Ability to handle multiple tasks in a fast-paced environment
- Excellent interpersonal and communication skills
- Ability to learn new software applications and effectively use them to increase work production
- Ability to organize and plan work, demonstrate flexibility and dependability
- Ability to communicate effectively with clients, peers and supervisors
- Ability to work collaboratively and independently
- Ability to prioritize multiple tasks and work efficiently within time constraints and deadlines

Travel Requirements:

National, state and local travel as needed and required by funding sources for training, meetings with other partners, or client assistance; reliable transportation, valid driver's license and liability insurance coverage is required.

I have received, reviewed and fully understand the job description for Staff Attorney. I further understand that I am responsible for the satisfactory execution of the responsibilities described therein, under any and all conditions as described.

Employee Name

Date

Employee Signature