

JOB DESCRIPTION

Title: Staff Attorney

Immediate Supervisor: Director, Family Justice Center of Acadiana

Classification: Exempt

Status: Regular Full-Time

General Function: To provide direct legal representation and advocacy to survivors of domestic violence.

PRIMARY RESPONSIBILITIES AND DUTIES:

1. Complete legal intake with clients as referred by survivor advocates and use program resources and community referrals to help them meet their needs and achieve goals.
2. Safety plan with all survivors upon first contact and upon any major life changes.
3. Work with survivors that need legal assistance with divorce, restraining orders, custody and/or child support in accordance with established guidelines. Document and maintain client files.
4. Make appropriate referrals for individuals based on their needs and resources available.
5. Help survivors to complete and file temporary restraining orders and any related legal forms, when necessary.
6. Accompany survivors to court as needed or requested, walk them through the legal process, and advocate on their behalf when appropriate.
7. Provide support to survivors in and out of the courtroom.
8. Advocate with law enforcement agencies for survivors when appropriate.
9. Provide legal counsel to survivors of domestic violence.
10. Draft and file petitions on behalf of survivors for issues related to domestic violence including but not limited to protective orders, divorces, and custody.
11. Represent survivors of domestic violence at hearings and for short term matters of the court.
12. Ensure each survivor receiving attorney representation has a signed retainer.
13. Schedule and facilitate training of law enforcement, judges, prosecutors, clerks of court and the staff of Faith House.
14. Distribute written material about Faith House to law enforcement agencies, courthouses, attorneys, and others involved in domestic violence legal issues.
15. Serve as liaison between Faith House and outside agencies that provide legal services or support such as, Acadiana Legal Services or Lafayette Volunteer Lawyers.
16. Update program director and staff on new laws and procedures that affect survivors of domestic violence.
17. Complete all statistical reports on advocacy activity as requested by FJCA Director or Assistant Director.
18. Complete quarterly reports and annual reports for I.O.L.T.A.
19. Be involved in program advocacy and networking.
20. Assist in front office as needed.
1. 21. Attend staff meeting.
22. Follow all policies as outlined in the Policy & Procedure manual, the Shelter Policy

manual, DCFS Quality Assurance Standards, Code of Ethics, and staff meeting announcements and decisions.

23. Be willing to fulfill any other request made by immediate supervisor or Executive Director.

Acknowledgement:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The employee's signature below constitutes the employee's understanding of the requirements, functions, and duties of the position.

Employee Name (please print): _____

Employee Signature: _____

Date: _____

Minimum Qualifications: License to Practice law in the state of Louisiana

Salary range: \$45,000-\$65,000

Maximum starting salary: \$60,000