



STAFF ATTORNEY
WOMEN IN NEED, INC.
JOB DESCRIPTION

General Qualifications:

- Law degree and licensed to practice law in PA or a pending application before the Bar Admission to the Bar of Pennsylvania.
- Excellent research, writing or oral advocacy skills.
- Effective communication and interpersonal skills.
- Knowledge of domestic violence issues.
- Sense of personal initiative and ability to work independently with appropriate guidance and supervision.
- Ability to balance competing priorities and meet deadlines.
- Obtain and maintain clean child abuse clearances, criminal record background check and FBI clearance.

Major Responsibilities

1. Provide a full array of civil legal representation to low-income victims of domestic violence in Franklin and Fulton counties, including but not limited to representation in Protection from Abuse, custody, support, divorce, public benefits, and consumer law matters.
2. Supervise paralegals, interns and volunteers.
3. Work closely with the WIN Legal Advocates in Franklin and Fulton counties.
4. Maintain files in accordance with policies of WIN.
5. Become a member of the Franklin County Bar Association and participate in Bar activities.
6. Attend continuing legal education courses as required for PA licensing and as required by PCADV.
7. Participate in PCADV Attorney Network meetings and other activities to fulfill grant obligations.



8. Work with the Executive Director to ensure compliance with contractual and grant requirements
9. Complete all reports required by funding sources in a timely manner and forward reports after submission to the Executive Director.
10. Submit a monthly report of activities to the Executive Director.

Additional Responsibilities:

1. Complete WIN 40 hour counselor/advocate training
2. Cooperate as a team member with other staff and volunteers to promote the best interests of WIN.
3. Participate in community education activities for WIN as schedule permits.
4. Maintain a flexible working schedule.
5. Uphold all WIN policies.
6. Maintain confidentiality of WIN clients.
7. Assume additional duties as assigned.

E.O.E./A.A.

Immediate Supervisor: Executive Director

Supervisory Responsibilities: Paralegals and interns

Hours: 40 hours per week, occasional evenings

Classification: Exempt