



## PENNSYLVANIA COALITION AGAINST DOMESTIC VIOLENCE

**Job Title:** Senior Attorney, Civil Legal Representation Project  
**Department:** Program Services  
**Reports to:** Director of Program Services  
**FLSA Status:** Full-time, 37.5 hours per week; Exempt  
**Prepared By:** Katherine Bobeck, Director of Administration & Finance  
**Prepared Date:** November 15, 2017  
**Approved By:** Susan Higginbotham, Executive Director  
**Approval Date:** November 15, 2017

### POSITION SUMMARY:

As a member of the PCADV Program Services Department responsible for implementing and supporting the Civil Legal Representation initiatives, the Senior Attorney will work with PCADV's Domestic Violence Attorney Network, and develop and deliver high-quality technical assistance, training and resources that meet the needs of those we serve and the priorities as set forth in PCADV's five-year strategic plan. The Senior Attorney will draw upon their experiences in the practice of law and knowledge of effective strategies for supporting victims of domestic violence, sexual assault, stalking and dating violence in their quest for safety, justice and restoration in order to facilitate comprehensive civil and criminal legal system responses to domestic violence, sexual assault, and stalking and dating violence in the Commonwealth.

This position will require a high level of leadership skills and the ability to develop and articulate a cogent strategic vision that includes a broad spectrum of legal and policy issues that impact victims of domestic violence and their children. The Senior Attorney will set a tone of collaboration in their work with attorneys and advocates, and inspire and encourage meaningful exchanges of information and best practices between the Program Services Department, other PCADV staff, and our community-based domestic violence advocates and executive directors.

The Senior Attorney will also be called upon to facilitate partnerships between our network of community-based domestic violence service providers and pro bono and private practice attorneys, law schools, law enforcement, prosecution, judges and court personnel to enable victims of domestic violence to access affordable, quality legal representation and advocacy.

## **SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

### **1. Leadership:**

- 1.1. Articulate a strategic vision for PCADV's legal advocacy that is first and foremost meets the needs of PCADV's network of domestic violence programs and initiates and implements action steps that are incorporated into the PCADV Strategic Plan.
- 1.2. Develop, initiate and implement activities that support various PCADV initiatives to ensure that the goals, objectives and action steps articulated in the various work plans and PCADV Strategic Plan are accomplished in a timely and effective manner.
- 1.3. Encourage and inspire staff to engage on a regular basis with PCADV domestic violence programs through site visits, cross-training and co-training opportunities.
- 1.4. Supervise assigned staff in a manner that is respectful and collaborative, encouraging individual goal setting and strength-based assignments while identifying opportunities for professional development and professional growth.
- 1.5. Represent PCADV in all external interactions in a manner that reflects a high level of professionalism and the ability to concisely articulate the various positions and priorities that are identified by PCADV.

### **2. Partnerships:**

- 2.1. Collaborate with internal and external colleagues and allies in the development of community partnerships to provide comprehensive services, including legal assistance, to victims of domestic violence and their children.
- 2.2. Contribute to the development and maintenance of quality working relationships with all components of the legal system, and state and local government agencies and serve as a representative of PCADV in these arenas.
- 2.3. Network with various components of the legal system to facilitate the development and implementation of improved justice system delivery and ensure inclusion of PCADV and our community-based domestic violence programs in this work.

### **3. Technical Assistance:**

- 3.1. Develop and disseminate information, referrals, problem-solving assistance, legal research, analysis, and resource development for Pennsylvania attorneys representing victims of domestic violence.
- 3.2. In collaboration with other PCADV staff, develop and initiate a plan for technical assistance that meets the stated needs of the members of PCADV's Domestic Violence Attorney Network, Pennsylvania domestic violence program executive directors and advocates, Pennsylvania attorneys working on behalf of a victim of domestic violence, public policy makers, and other governmental and public agencies on issues related to domestic violence law, policy and practice.
- 3.3. Provide PCADV community-based program staff with information and guidance on legal issues arising in the delivery of services and advocacy to adult and child victims of domestic violence.
- 3.4. Research and incorporate information on best practices and strategies from the PCADV network of domestic violence programs and other programs around the country, facilitating connections between programs for further information and perspective.
- 3.5. Facilitate the development of effective, coordinated justice system responses to domestic violence in the Commonwealth by responding to requests for information and resources from judges, the minor judiciary and court personnel. Monitor legal system responses to domestic violence and provide information and support as warranted.
- 3.6. Coordinate and participate in the development of public policy, legislation, regulations and rules, legal position papers, briefs and protocols on domestic violence.
- 3.7. Ensure that the databases maintained by PCADV are kept current by entering accurate and complete information relative to each technical assistance and training service provided. Utilize, and encourage staff to utilize, database information to target training and resources and articulate the impact of our work.

#### **4. Training:**

- 4.1. In collaboration with other PCADV staff, develop and implement professional education for lawyers, advocates, law enforcement, prosecutors, judges and court personnel on state and federal domestic violence law, policy and practice in order to enhance the justice system's response to victims of domestic violence and their children and reinforce accountability of offenders.
- 4.2. Collaborate with Civil Legal Representation attorneys and community-based advocates to develop and deliver training.
- 4.3. Collaborate with and support the staff of the Training Institute and Public Affairs Departments to ensure that all aspects of PCADV Program Services Department training meets the highest levels of professionalism, including the development of agendas, identification of training goals and objectives, training resources and presentation materials. Attend in-service trainings to improve the quality of Program Services Department training. Participate in professional development to ensure that the content of training is current, appropriate to the audience and based upon the latest research and evidence-based best practices in each content area.

#### **5. Resource Development:**

- 5.1. Oversee and participate in the development and publication of papers, briefs, memos and technical assistance packets on prioritized issues related to civil and criminal legal issues facing victims of domestic violence in a clear, concise and relevant manner.
- 5.2. Oversee and participate in the publication of electronic resources for PCADV audiences, including electronic newsletters, email updates and information for posting to the PCADV website.
- 5.3. Participate in the development of a comprehensive legal library and databases on issues of access, advocacy, representation and substantive law on domestic violence related to civil and criminal matters.
- 5.4. Collaborate in the legal writing process and development of products with others in the Program Services and Public Affairs Departments to ensure the overall quality of our written resources.

#### **6. General:**

- 6.1. Ensure familiarity with best practices and challenges of PCADV domestic violence programs through on-going meetings, site visits and research. Incorporate knowledge of best practices into training, technical assistance and written resources and partner

- with Pennsylvania’s domestic violence program experts to ensure high quality, relevant and timely information is disseminated.
- 6.2. Provide fiscal and programmatic oversight of the Civil Legal Representation initiatives to ensure that the goals, objectives and activities set forth in Department work plans are carried out in a timely and fiscally responsible manner.
  - 6.3. Collaborate with PCADV staff to ensure that the organization’s programmatic and fiscal reports are submitted to funders in an accurate and timely manner.
  - 6.4. Identify opportunities for meeting the needs of constituent audiences through the utilization of electronic communications and training opportunities.
  - 6.5. Provide leadership, supervision and mentoring of attorneys, training and technical assistant specialists and technical assistance coordinators to ensure on-going professional development and skill acquisition.
  - 6.6. Participate in the development of new and continuing grant applications as requested. Identify new opportunities to increase funding and support the work of the Program Services Department and the organization.
  - 6.7. Collaborate with staff across all PCADV departments to ensure the sharing of information and expertise, understanding and collegiality in the fulfillment of the mission, goals and objectives of the Program Services Department and PCADV.
  - 6.8. Attend and participate in meetings of the Program Services Department, PCADV staff meetings and in-service trainings as required.
  - 6.9. Perform other duties as assigned by management.
  - 6.10. All duties performed on an ongoing basis.

**QUALIFICATIONS: EDUCATION and/or EXPERIENCE:**

1. A law degree from a law school accredited by the American Bar Association; a Pennsylvania law license demonstrating current eligibility to practice law in Pennsylvania; and a minimum of five years experience in the practice of law, including significant courtroom experience and experience with issues relevant to the needs of victims of domestic violence and their children.
2. Experience with the implementation of grant-funded programs, including budget oversight, project management and the development and execution of work plans.
3. Experience in public policy design, legislative and regulation development, including analysis and implementation.

4. Experience in social justice, systems advocacy, and social change work; a minimum of two years experience working in a related field.
5. Thorough knowledge and understanding of Pennsylvania criminal and civil law and practice related to domestic violence, particularly protection orders, custody, support, divorce, and confidentiality as well as an understanding of the access and representation issues confronted by victims of domestic violence in civil courts.

**OTHER QUALIFICATIONS:**

1. Exceptional writing and editing skills, including brief writing and issue analysis.
2. Mastery of Lexis and/or other similar legal Internet-based research systems.
3. Strong evidence of ability to develop and execute cogent legal arguments, develop concise presentations and prioritize issues to support compelling advocacy. Experience with training and development of training materials also required.
4. Experience with the requirements of project implementation and how those requirements may differ from direct representation priorities.
5. Understanding of issues of cultural diversity as they apply to domestic violence prevention, intervention and services.
6. Demonstrated leadership, critical-thinking, problem-solving, conflict resolution and negotiation skills.
7. Ability to articulate a vision for how PCADV staff can meet today's needs and priorities of our network of domestic violence programs and those whom they serve.

**REASONING/SOCIAL/PSYCHOLOGICAL/OTHER SKILLS & ABILITIES:**

1. Excellent problem-solving skills and the ability to facilitate critical thinking processes.
2. Ability to develop and maintain cooperative relations with a diversity of individuals, organizations and government agencies.
3. Understanding of and willingness to learn advocacy-based analysis of both the uses and limitations of research on domestic violence.
4. Demonstrated ability to manage time, evaluate progress, and adjust activities to complete work within established time frames; ability to effectively handle multiple tasks at one time.
5. Ability to work independently as well as collaboratively.

**COMMUNICATION SKILLS:**

1. Excellent written and verbal communication skills, including meeting facilitation, training and public speaking. Ability to communicate effectively on the telephone.

**COMPUTER SKILLS:**

1. Proficiency with computers, Macintosh preferred.
2. Experience working with Word processing, Internet, and presentation software required.
3. Experience with e-Learning/distance learning methods desirable.
4. Willingness to learn and apply electronic technologies.
5. Experience using Internet-based legal research, e-mail, and Internet utilization.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear/listen. The employee frequently moves, and sits. Specific vision abilities required by this job include ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually quiet but with constant interruptions.

**OTHER REQUIREMENTS:**

1. Access to transportation; willingness and ability to travel on occasion locally, statewide and nationally with some overnight travel required.
2. A commitment to PCADV's mission and vision is required.
3. Ability to maintain confidentiality.
4. Ability and willingness to work cooperatively with a diverse group of people.
5. Demonstrated knowledge of domestic violence, and understanding of related issues.
6. Commitment to ending violence against women.
7. Demonstrated understanding of issues of cultural and socioeconomic diversity as they apply to domestic violence prevention, intervention and services and the intersectionality of institutionalized systems of oppression and domestic violence.