



## Position Announcement

# VAWA Staff Attorney

**Job Title:** Staff Attorney

**Department:** Legal Department

**Reports To:** Legal Director

**FLSA Status:** Full Time, Exempt

**Work Hours:** Normal Business Hours

**Travel Expectations:** Statewide

## Position Summary

The Staff Attorney is responsible for providing holistic legal advice and counsel and brief services to victims of sexual violence. The Staff Attorney is expected to represent clients in court, prepare legal documents, investigate complaints, and prepare cases requiring limited representation for trial. The Staff Attorney is expected to use a holistic lense to meet the varied and unique legal needs of victims of sexual violence. Caseloads will include, but are not limited to Title IX proceedings, advocacy involving the Prison Rape Elimination Act, sexual violence order petitions, sexual violence intimidation order petitions, landlord tenant matters, and employment discrimination matters. The Staff Attorney will collaborate with members of other internal and external groups addressing the issues of sexual violence in the courtroom and in communities throughout Pennsylvania. The office is based in Harrisburg, PA, however the position can be located in any rural county within the state of Pennsylvania.

## Essential Duties and Responsibilities

### Legal Advice and Counsel

Provide information to victims of sexual violence regarding the legal rights and remedies available to them as victims of crime. Frequently this advice and counsel will take place over the telephone. Additionally the Staff Attorney will be responsible for providing appropriate referrals to local community resources, including alternative methods of available legal assistance. The Staff attorney will make every effort to connect clients with rape crisis centers for safety planning where safety is an identifiable issue.

## Short-term Representation

The Staff Attorney will provide short-term legal services to victims of sexual violence. The Staff Attorney in conjunction with the administrative staff of the Legal Department will be responsible for obtaining the required written, informed consent for limited representation. The Staff Attorney must be committed to a holistic approach to identify and resolve the legal needs of victims of sexual violence.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong writing and editing skills.
- Litigation experience.
- Understanding of issues of cultural and socioeconomic diversity as they apply to sexual violence prevention, intervention and services.

## Education and/or Experience

A law degree from a law school accredited by the American Bar Association; a current Pennsylvania law license demonstrating current eligibility to practice law in Pennsylvania. A minimum of three years' experience in the practice of law, including significant courtroom experience, is preferred.

Thorough knowledge and understanding of Pennsylvania civil law and practice related to sexual violence, particularly protection order, Title IX, child protective service mandated reporting laws, criminal law and privileged communications law, as well as an understanding of the access and representation issues confronted by victims of sexual violence in civil courts.

Demonstrated knowledge of sexual violence, an understanding of related issues, and a commitment to ending sexual violence.

## Language Skills

Ability to read, analyze, and interpret legal periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## Reasoning Ability

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in individualized situations.

## Requirements

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational and negotiation skills. Excellent customer service skills.
4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create a respectful and open accessible environment.
5. Must have proficiency with the technology necessary for the functions of the position.
6. Accept and abide by the mission and core values of PCAR.
7. Must be willing to complete a Pennsylvania rape crisis center sexual assault victim counselor training, if not already completed in the past 3 years.
8. Availability to travel statewide, some overnights and weekends. Must possess a valid Pennsylvania driver's license, insurance, and reliable vehicle.

## Certificates, Licenses, Registrations

Must be a member in good standing of the Pennsylvania Bar.

## 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 frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

## Salary Range

\$55,000-\$60,000 depending upon qualifications.

## To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at [www.pcar.org](http://www.pcar.org) by **November 25, 2019**.

## Who We Are

Founded in 1975, The mission of the Pennsylvania Coalition Against Rape is to work to eliminate all forms of sexual violence and to advocate for the rights and needs of victims of sexual assault. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR:

- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.
- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention. NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence. NSVRC translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change. NSVRC also works with the media to promote informed reporting.

## Equal Employment Opportunity Commission

The Pennsylvania Coalition Against Rape and The National Sexual Violence Resource Center provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.