



Position Announcement

VOCA Staff Attorney

Job Title: Staff Attorney

Department: Legal Department

Reports To: Legal Director

FLSA Status: Part-Time, Non-Exempt (medical benefits not included)

Work Hours: Regular Business Hours, 20 hours per week

Travel Expectations: Statewide

Position Summary

The Staff Attorney is responsible for providing holistic and trauma informed 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 or administrative proceedings. The Staff Attorney is expected to use a holistic lens to meet the varied and unique legal needs of victims of sexual violence. Caseloads will include, but are not limited to, Title IX proceedings, sexual violence protection order petitions, sexual violence intimidation order petitions, criminal justice advocacy, landlord tenant matters, and employment discrimination matters.

The Staff Attorney will collaborate with members of other internal and external groups addressing issues of sexual violence in the courtroom and in communities throughout Pennsylvania. The office is based in Harrisburg, PA, however the position may be located in any rural county within the state of Pennsylvania. Due to COVID-19, PCAR staff is temporarily working remotely.

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 and representation 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 and deliver representation in a trauma informed manner.

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 research, writing and editing skills.
- Litigation experience.
- Strong oral communication and interpersonal skills.
- The ability to work both independently and collaboratively as part of a team.
- Understanding of issues of cultural and socioeconomic diversity as they apply to sexual violence prevention, intervention and services.
- Ability to provide highly skilled attention to client safety, confidentiality, empowerment, and accessibility through trauma informed legal representation.

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 general business 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 standardized 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 client 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. Submit successful screenings to determine eligibility for working with minors including: Federal and State Criminal Background Checks based upon fingerprint analysis; PA Child Abuse Clearance Verification; and, Public Search of National and State Sex Offender Registries.
7. Accept and abide by the mission and core values of PCAR.
8. Must be willing to complete a Pennsylvania rape crisis center sexual assault victim counselor training, if not already completed in the past 3 years.
9. 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 licensed 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

\$31,510 - \$34,185 depending upon qualifications (20 hours per week).

To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at pcar.org/employment.

Who We Are

Founded in 1975, PCAR works to end sexual violence and advocates for the rights and needs of all sexual assault victims. 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:

- Ensures 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 the Commonwealth.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, and enhance community safety.

- Launched the Sexual Violence Legal Assistance Project in 2018 to provide holistic legal services to survivors of sexual violence.
- 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. The NSVRC also is a partner in a collaborative effort with the National Alliance to End Sexual Violence (NAESV), and the California Coalition Against Sexual Assault (CALCASA)–PreventConnect to operate RALIANCE. RALIANCE was founded in 2015 through a multimillion dollar seed investment by the National Football League with a mission of ending sexual violence in one generation. RALIANCE promotes prevention by awarding grants, advancing research, policymaking, and more.
- Operated AEquitas: The Prosecutor’s Resource on Violence Against Women from 2009 until the organization became an independent 501(c)(3) on October 1, 2015. PCAR founded AEquitas and was responsible for its financial management while AEquitas project staff implemented training, case consultation, technical assistance and the development of practical resources for prosecutors and justice professionals around the world. PCAR and AEquitas will continue to work closely together as collaborative partners to help identify emerging issues and strategies that could affect investigations and prosecutions of sexual violence and related cases.

Who We Are

PCAR understands sexual violence as a social justice issue and works to prevent and respond to sexual violence within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, age, and other characteristics.

Equal Employment Opportunity Commission

PCAR provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.