

Healing Abuse Working for Change

Job Description

Position Title: Staff Attorney
Department: HAWC Legal Services
Reports To: Executive Director
Effective Date: 07/19/2018

Position Summary:

This part-time position (20 hours per week) provides emergency civil legal counsel to victims of domestic violence, including but not limited to, filing abuse and harassment prevention orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and the health and safety of the victim. The Staff Attorney will also be responsible for conducting weekly legal clinics at HAWC's various offices. The position reports to the Executive Director.

Position Experience:

- Commitment/experience working with victims of domestic violence
- Attorney licensed in Massachusetts and in good standing
- Experience in immigration and/or family law preferred
- Excellent organizational skills, ability to manage multiple priorities at once and the ability to work independently
- Commitment to promoting cultural competency and inclusivity
- Excellent verbal and written communications
- Bi-lingual/Bi-cultural capacity preferred
- Completion of HAWC's pre-service training in compliance with M.G.L. 233 s.20(k) or the equivalent of same

Position Details:

- Maintain minimal case load of direct representation cases, including full and limited assistance
- Conduct weekly legal clinics at HAWC's various offices
- Train & supervise volunteer attorneys participating in HAWC legal clinics and/or representing HAWC clients
- Provide introductory and continuing education legal trainings for staff, volunteers and community partners in collaboration with the Senior Manager of Educational Programming and Legal Services Manager
- Complete statistical data forms for every client contact and case outcomes
- Attends regular supervision, team meetings and all staff meetings
- Able to flex hours to meet position responsibilities

Salary: \$30,000/year

HAWC is an AA/EO employer

Please send cover letters and resumes to:

HAWC

ATTN: Sara Stanley, Esq.

27 Congress Street, Suite 204
Salem, MA 01970

Or email to:
saras@hawcdv.org