

# Jeanne Geiger

## CRISIS CENTER

**Mission:** Empowering individuals and engaging communities to end domestic violence.

Job Title:	Staff Attorney	Salary Classification:	Salary, Exempt
Reports To:	Survivor Services Coordinator	FLSA:	
Supervises:	Referral Panel Attorneys		
Location:	Amesbury, MA	Date:	October 2017

### **Primary Responsibilities:**

The mission of the Legal Services Program is to provide for the safety of domestic violence survivors and their families through legal consultation and/or representation. The goal is to ensure that survivors of domestic violence are not further victimized as they navigate through the court system. To achieve his goal, the Staff Attorney represents survivors in the Probate and Family Court and District Court in matters of divorce, custody, visitation, child support, paternity, modifications and contested 209A abuse prevention order hearings. The Staff Attorney also provides information, referrals, and pro se legal advocacy to clients with less complex legal matters.

The Staff Attorney manages an Attorney Referral Panel that accepts cases on a pro bono and reduced fee basis. The Staff Attorney works closely with community partners, including the police, probation and the courts to strengthen the community response to domestic violence.

The Staff Attorney will work as part of a team of professionals including advocates and clinicians.

### **Major Duties:**

- Conduct legal intakes and assessments
- Provide pro se advocacy, information and referrals
- Conduct legal consultations with staff
- Provide direct representation to clients in the Probate and Family Court and District Court
- Recruit, train, oversee and mentor Attorney Referral Panel
- Manage data, complete grant applications and reports pertaining to the legal department
- Facilitate training for JGCC staff and volunteers
- Participate in community outreach and legal education
- Attend select community meetings
- Attend recommended trainings
- Conduct outreach to inform and nurture professional relationships with community collaterals to enhance resources
- Work with other staff as an effective member of the Direct Service Team

- Other duties as assigned

**Knowledge/Skills/Experience Required:**

- Member in good standing of the Massachusetts Bar
- Three years' experience practicing law with experience in family law
- Experience working with survivors of domestic violence
- Understanding of the criminal justice system
- Excellent written, verbal communication and presentation/training skills
- Ability to work effectively as part of a multidisciplinary team
- Commitment to continuous learning and improvement
- Passion for social justice work

**Education Required:**

Juris Doctorate degree

**Bilingual a plus, but not required**

**Mental Demands:**

Reading	Verbal Communication
Detailed Work	Written Communication
Confidentiality	Multiple Concurrent Tasks
Problem Solving	Court Appearances

**Physical Demands:**

Sitting	Speaking
Listening	Heavy computer use

**Special Work Conditions:**

Occasional evening/weekend hours are required