

**Staff Attorney**

(F/T Temporary, potential for Permanent)

**Steps to Justice Program**

**Background**: The Second Step (TSS) seeks to break the cycle of domestic violence, one family at a time, by providing services to individuals and families that enable them to remain free from abusive relationships and live successful lives. Those individuals and families who enter our program have successfully taken the first step away from domestic violence. TSS provides support and advocacy services to connect them with a broad range of services/referrals, including education and employment training, permanent housing search, mental health & addiction services, legal services, parenting support and community advocacy support.

**Mission statement: The Second Step fosters the safety, stability, and well-being of survivors of domestic violence.**

**Reports to**: Director, Steps to Justice

**Primary Objectives:**The Staff Attorney is responsible for providing legal services to survivors of domestic violence.  The Staff Attorney is also responsible for assisting the Director of Steps to Justice (STJ) with legislative, administrative and systemic efforts to address issues that impact survivors of domestic violence, in outreach to and relationship building with the legal community and in facilitating legal trainings.

***Job Responsibilities***

* Accept client referrals from both the Community and Residential Programs;
* Provide limited assistance representation and full representation to clients as appropriate, including but not limited to family law, restraining orders, immigration and housing cases;
* Provide legal advice, brief consultation, and/or targeted referrals to outside legal providers as appropriate;
* Provide court accompaniment to survivors of domestic violence in criminal courts;
* Ensure compliance with all Board of Bar Overseers (BBO) ethics standards, including confidentiality and ethical conflicts of interest;
* Collect all relevant program data;
* Organize and/or give periodic legal trainings for TSS staff on various relevant legal topics
* Give specialized community-wide trainings for both legal and non-legal professionals on domestic violence issues;
* Attend legal trainings to maintain up to date knowledge on domestic violence legal issues;
* Advance STJ’s profile in the greater legal community by establishing and maintaining relationships with other legal practitioners, community agencies and governmental agencies;
* Participate in legal community collaborations such as policy groups, steering committees, focus groups and/or bar associations geared towards domestic violence law;
* Participate in legislative, administrative and other systemic advocacy designed to promote the interests of domestic violence survivors;
* Flexibility for evening work when necessary; and
* Assist and attend special events.

**Qualifications:**

* JD and admission in good standing to Massachusetts Bar;
* Background in restraining orders and family law required; background in criminal law, housing law and/or immigration law is valued;
* Litigation experience highly desirable; experience and comfort with negotiations and zealous courtroom advocacy;
* Demonstrated experience providing legal services to low-income or otherwise vulnerable clients;
* Experience with clients affected by domestic violence, trauma, and/or mental health issues;
* Ability to manage and triage competing priorities;
* Strong crisis management, problem-solving, communication and interpersonal skills;
* Ability to work collaboratively & effectively with non-legal Second Step staff;
* Bi-lingual Spanish strongly preferred. Bi-lingual French and/or Haitian Creole, Portuguese or Mandarin a plus

**Salary and benefits:**  TSS offers a competitive salary and benefits package to full-time employees.This is a full-time, exempt position. This is a temporary position with the potential to become permanent.

**Essential employee**: This position is deemed essential and may be required to report to work during a government declared state of emergency.

**Equal Opportunity**: The Second Step encourages multi-cultural and multi-lingual diversity in all of its programs. Candidates who are BIPOC, bi-lingual, survivors of domestic & sexual violence, GBLTQ are strongly encouraged to apply. Affirmative Action, Equal Opportunity Employer

**To Apply**: Please send resume, cover letter, and salary expectations to Susan Ross, Director of Steps to Justice: [sross@thesecondstep.org](mailto:sross@thesecondstep.org). NO phone call please.