

Partners for Peace
STAFF ATTORNEY

The staff operates by consensus in a collaborative manner. Each employee is assigned to a team which is led by a member of the Management Team. All staff strive to incorporate into their programs the input and experiences of people affected by domestic violence and abuse.

Purpose of position: The attorney provides legal assistance for victims of domestic violence and abuse with enhancing victims' safety as the primary goal.

Status: Exempt

Team: Legal Advocacy Team

Location: Bangor, travel to other courts in the region

Specialized responsibilities of this position:

1. Provide assistance, consultation and representation to victims of domestic violence and abuse based on their needs, evaluation by the attorney, and the resources of the organization, with a focus on protection from abuse, divorce and child custody actions.
2. Inform victims who consult with the attorney about services the organization offers, and make referrals when appropriate.
3. Provide consultation and training to advocates and staff within the organization on domestic violence legal-related issues.
4. Maintain all necessary files and recordkeeping.
5. Maintain Maine State Bar license, follow all Maine Bar Rules and Rules of Professional Responsibility, and participate in relevant continuing education programs, workshops and trainings.
6. Participate in ongoing enhancement and evaluation of Partners for Peace legal services program.
7. Perform other duties as assigned.

Minimum qualifications for this position:

1. Must be licensed to practice law in the state of Maine.
2. Have a working knowledge of the role of civil and criminal law in safety planning for people affected by domestic violence and abuse.

Common responsibilities of all positions:

1. Deliver direct services to people affected by domestic abuse.
2. Deliver community education programs.
3. Participate in interagency networking and other activities as indicated by agency needs and individual job responsibilities, including but not limited to the Maine Coalition to End Domestic Violence.
4. Participate in organizational activities including staff meetings, committee meetings, in-service training, peer evaluations, and program planning.
5. Participate in recruitment, screening, training, and support of volunteers.
6. Report and/or compile statistics and units of service accurately and timely.
7. Participate in fiscal management of the organization and/or program.

Requirements common to all positions:

1. Successful completion of the organization's core direct service (hotline) training
2. Understanding of domestic violence and abuse
3. Understanding of and ability to maintain confidentiality
4. Willingness and ability to employ the self-help model of service delivery
5. Reliable transportation and required insurance
6. Willingness and ability to work flexible hours, including some nights and weekends
7. Capability to provide 24 hour confidential hotline coverage as scheduled
8. An understanding of requirements of funding for one's position and the organization in order to participate in meeting those requirements
9. Ability to work effectively as a member of a team and participate in consensus decision making
10. Effective written and oral communication skills
11. Basic computer skills
12. Comfort with diverse populations

Partners for Peace is an Equal Opportunity Employer

Approved March 2015