

Safe Harbor Job Description

Position Title: Staff Attorney

Reports To: Program Director

FLSA Status: Salaried/Exempt

Summary: Safe Harbor's Staff Attorney is responsible for the provision of direct, holistic legal representation to victims of domestic violence who are clients of Safe Harbor. The Staff Attorney provides legal representation in matters related to the client's victimization. Possible areas of law include: family, immigration, victims' rights enforcement, employment, education, housing and public benefits. Additionally, the Staff Attorney advocates for improved responses to victims within other systems and institutions. The Staff Attorney is also responsible for compiling data and statistics for grant reports and providing supervision to Safe Harbor's paralegal.

Key Responsibilities:

- Provide short-term legal representation to clients of Safe Harbor who are seeking an Order of Protection or contempt of order, primarily in Anderson, Pickens and Oconee Counties;
- Provide legal representation to a caseload of Safe Harbor clients seeking legal assistance as a result of their victimization. Clients receiving full legal representation from Safe Harbor's staff attorney must have financial barriers and/or inability to access legal representation from SC Legal Services and/or other legal resources;
- Appear in court on behalf of clients; draft and file motions and orders; conduct legal research and draft legal opinions; handle appeals when necessary;
- Track and maintain client data and statistics;
- Provide supervision to Safe Harbor's paralegal;
- Build and maintain strong working relationships with local attorneys who can assist clients on a sliding scale/pro bono basis and other community partners in the legal field who can assist victims of domestic violence with legal needs (SC Legal Services, SCVAN, attorneys assisting with Orders of Protection in Greenville Family Court, etc.);
- Build and maintain strong working relationships with Safe Harbor's advocates and counselors, working collaboratively to holistically serve clients with a trauma-informed approach;
- Conduct ongoing systems advocacy to improve the response to victims in relevant systems within the communities that Safe Harbor serves, including solicitors' offices, courts, law enforcement professionals, and social service organizations;
- Participate in Safe Harbor staff meetings, team meetings, trainings and continuing education;
- Complete other tasks as assigned by supervisor;
- Enthusiastically support and model the mission and vision of Safe Harbor to peers, clients and the community.

Required Qualifications:

- Education: J.D. from an accredited law school
- Admitted to and in good standing with the South Carolina Bar.
- Minimum 2 years of litigation experience
- Knowledge and understanding of family law and the unique barriers that victims of domestic violence face within family court systems
- Knowledge of South Carolina's criminal justice system, particularly from a domestic violence victim's standpoint
- Ability to relate to individuals in an empathetic, nonjudgmental manner, possessing maximum insight and self-awareness to be confident in the role, with knowledge of personal capabilities and limitations
- Ability to work well in a team setting, utilizing the knowledge and skills of other staff to gain perspective and assistance with duties of the job
- Excellent victim advocacy skills and ability to work with diverse clients and across diverse partnerships
- Excellent written and oral communication skills
- Excellent organizational skills and attention to detail
- Possession of a valid SC Driver's License

Preferred Qualifications:

- Bilingual (Spanish/English)
- Demonstrated project management experience

Physical Demands and Work Environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands and fingers, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distant vision, and ability to adjust focus and discern color. This employee must have access to a vehicle; local travel is required.

Mental Stresses: Ability to multi-task in a setting with clients experiencing trauma

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to policies.

TO APPLY: Send cover letter, resume, salary requirements and list of references to info@safeharborsc.org.