

WOMEN'S LAW CENTER of Maryland, Inc.
Job Opening

Job Description: Collateral Legal Assistance for Survivors Project (CLAS) - Staff Attorney, primarily in the Baltimore Metro Area
Status: Full Time Professional, grant funded
Salary: \$51,500 with excellent benefits.
Office climate: Flexible, committed to excellence.

The Women's Law Center of Maryland, Inc. (WLC) is a feminist, non-profit membership organization committed to ensuring equal rights for women. Through our Protective Order Advocacy and Representation (POARP) Projects we represent victims of intimate partner violence in proceedings to obtain Protective Orders, as well as other protective order proceedings as they arise, in the courts in Baltimore City, Baltimore County and Carroll County. Complementing POARP, our CLAS Project, represents survivors in other legal issues arising from the domestic violence, usually custody, divorce and/or other family law issues, as well as in protective orders. Representation in other counties as able. This is a full time litigation position. We are seeking a strong attorney dedicated to assisting survivors in their journey to independence and strength, who is capable of working independently and with a team.

Duties and Responsibilities Include:

1. Provide full legal representation and assistance for issues collateral to domestic violence, such as divorce and custody, landlord tenant, replevin, etc.
2. Maintain caseload of clients for extended issues collateral to domestic violence.
3. Travel between the various Women's Law Center POARP project offices to provide coverage when and as needed assisting POARP Staff Attorneys in representing clients in final protective orders, modifications, contempt hearings and appeals (home office is in the Towson administrative office location).
4. Use Legal Server case management system.
5. Draft legal documents including, but not limited to, Petitions or Complaints, Answers, Motions, Orders, discovery, and correspondence. Represent clients throughout their case.
6. Conduct in-depth client intake interviews and gather evidence as part of trial preparation.
7. Work collaboratively with the project's legal advocate in assessing eligibility for representation and best practices, as well as case management.
8. Schedule interviews, perform administrative duties, develop and provide follow-up services and referrals to clients.
9. Perform criminal accompaniments for survivors of domestic violence as schedule allows.
10. Attend trainings and conferences as approved/directed by WLC to enhance knowledge of domestic violence law and family law.
11. Provide training, orientation, and educational materials related to POARP and CLAS, as well as domestic violence generally, for members of the courthouse staff, the domestic violence prevention community, and other community groups as requested.

12. Develop and prepare project data and reports. Participate in preparation of reports to grantors and requests for new funding. Maintain project files.
13. As part of WLC team, provide occasional staffing for events for members, participate in project and membership development, attend and participate, as time permits, in committees, task forces, and policy-making bodies concerned with domestic violence and family law.
14. Spanish fluency helpful but not required.
15. Supervise interns when applicable.
16. Other related duties as assigned.

Requirements:

1. J.D. from an accredited law school and an attorney in good standing with the Maryland Bar.
2. Excellent judgment and strong interpersonal skills: must be creative, empathetic, and people oriented.
3. Must be a strong feminist dedicated to assisting survivors, including legal representation and all it entails, but also helping survivors to move forward and thrive.
4. Litigation experience in Maryland related to family law, including domestic violence. Must be committed to expanding this knowledge through on-the-job and continuing education. Preferred minimum experience: 3 years.
5. An understanding of the issues facing victims of domestic violence and women in Maryland family law. Commitment to providing excellent legal services for survivors of domestic violence.
6. Excellent written and oral communications skills. Must be fluent in English.
7. A demonstrated ability to handle multiple professional projects simultaneously and independently.
8. Must be flexible and a team player. CLAS consists of two attorneys and a legal advocate who work collaboratively.
9. Knowledge of or willingness to learn Legal Server.
10. Must have some knowledge of basic computer operation including Windows, Word, Excel, and MS Outlook.
11. Must complete tasks promptly and thoroughly without close supervision.
12. Spanish language fluency preferred.
13. Must have own transportation.

To apply, send cover letter and resume via mail or e-mail:

Laure Ruth, Legal Director
Women's Law Center of Maryland, Inc.
305 West Chesapeake Avenue, Suite 201
Towson, Maryland 21204
FAX 410-321-0462
e-mail: lruth@wlcmd.org

Position open until filled. Accepting applications until filled. Updated 9/2020.