



Staff Attorney

Position Title: Staff Attorney	Supervisor: Community Program Director
Department: Community Direct Services	Full or Part Time: Full Time
Fair Labor Standards Act Status: Exempt	Starting Salary: \$84,500
Position Code:	Revision Date: April 2024

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of domestic violence and relationship abuse. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission: Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families. We engage our community. We advocate for systemic change.

Safe Passage is an organization made up of survivors, women, trans folks, people of color, immigrants, people with disabilities, and LGBTQ+ people. Oppression and violence disparately impacts us and we strongly encourage people from these and other impacted communities to apply. We aspire to foster a work environment that is inclusive as well as diverse. Survivors come from all different backgrounds, and so do our employees. We encourage you to apply if you believe you have the skills and experience to thrive in this role and contribute to our mission at Safe Passage.

Position Summary

The Staff Attorney oversees and supervises all aspects of legal services including direct client contact and referrals, coordination of the Panel Attorneys, and internal consultation and support to Safe Passage staff.

Essential Functions

Direct client services:

- Respond to inquiries about legal services.
- Schedule and perform intake interviews with clients.
- Provide referrals to external providers of legal services when issues fall outside the purview of our program.
- Provide individual consultations and brief services to clients such as preparation for pro se court hearings and assistance with court pleadings when family law issues relating to domestic violence.
- Make supported referrals to CLA when client income meets the income eligibility and case falls within CLA priorities and capacity.

- Seek representation from (and provide supported referral to) a panel attorney when CLA rejects a case and client income falls with the Safe Passage eligibility criteria for full representation
- Provide supported referrals to panel attorneys when client income is above the SP eligibility and within their area of expertise.
- Record all intake interviews, advice appointments, and external referrals in client database.
- Seek supervision on legal issues from Community Legal Aid colleagues, as needed.

Legal Referral Panel:

- Recruit new attorneys who have experience in family law and demonstrate understanding of dynamics of DV.
- In coordination with the Community Engagement Department, develop and maintain an onboarding and training program for panel attorneys.
- Maintain and manage relationships with panel attorneys, provide case consultation and support as needed.
- Review and process invoices from panel attorneys for representation of referred clients.
- Coordinate training opportunities to provide a forum for panel attorneys to share information, deepen their expertise around family law litigation stemming from domestic violence, and receive support and gratitude for their work.

Resource for Safe Passage staff and volunteers:

- Work with staff with responsibilities in immigration, housing, and economic empowerment and collaborate on interrelated issues.
- Provide regular training for new staff and volunteers regarding domestic violence and the law, SP legal program.
- Provide training for staff on legal issues as requested.
- Consult with staff about clients with legal issues as needed, provided client signs release for internal sharing of information that is protected by attorney-client privilege.
- Consult with staff about their interactions with outside attorneys, guardians' ad litem, etc., as needed.
- Contribute to agency website content and collateral materials.

Administrative Support for Program:

- Provide statistics from EmpowerDB and other input needed for grant proposals and reports, including but not limited to:
- Provide data and content for legal related grant proposals and reports.
- Contribute to agency wide processes including budget development, short and long term strategic planning,
- Establish and maintain tracking system for data and outcomes related to legal program services.

Expectations of all employees

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage’s mission and principles of diversity, inclusion, and empowerment.
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Work Hours and Schedule

35 hours/week, generally Monday-Friday between 9a-5pm, hybrid working arrangement, 3 days per week onsite.

Hiring Requirements

Attorney with experience in family law, licensed to practice in the Commonwealth of Massachusetts
Knowledge of and experience with domestic violence in the context of family law.

Tools & Technology Requirements

Tools & Technology Requirements for all staff: High level of proficiency and comfort utilizing and troubleshooting technology, including but not limited to PC systems, google suite (gmail, drive, calendar), zoom and web conferencing, electronic databases, and cloud-storage programs.

Benefits

Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We strive to hold an environment that encourages growth, creativity, and flexibility. We are advocates for livable wages, self-care and work-life balance, and our compensation package reflects this. Employees receive 3 weeks of accrued vacation for the first year, 4 weeks starting year 2, and 5 weeks after 9 years, prorated for part time. We provide three personal days, and ample holiday and sick time. Benefits include health and dental insurance, and a 401(k) plan with agency match.

Safe Passage works to earn its position as a justice-centered employer of choice in Western MA. Safe Passage provides a bilingual pay premium of \$1/hour for staff who possess language competency that is likely to be utilized in their position.

Application Instructions

To apply: Send **resume and cover letter** with the subject “Staff Attorney ” to spjobs@safepass.org. Application deadline is May 25th 2024, applications will be reviewed on a rolling basis. For more information about Safe Passage and domestic violence, visit our website at www.safepass.org
Safe Passage is an Equal Opportunity Employer with a strong organizational commitment to the achievement of excellence, diversity, and inclusion among staff.