



Notice of Position Posting Director of Legal Services

The Director of Legal Services is a full-time (35 hours per week), exempt position that reports directly to the President and Executive Director. NOTE: This is *not* a remote position.

DUTIES AND RESPONSIBILITIES:

- Provide civil legal services to victims of domestic violence, sexual assault, human trafficking, and child abuse, including assessment and referral, legal consultation, and representation in protective order and peace order proceedings, family law cases and other matters arising out of and related to the Heartly House mission.
- Develop and maintain liaisons with the legal community to improve the courts' responses to victims of domestic violence/sexual assault/human trafficking/child abuse.
- Develop and maintain coordination with other organizations that provide representation to victims of crime (Legal Aid Bureau, clinics, Maryland Volunteer Lawyers Service, etc.)
- Supervise Managing Attorney, Staff Attorney, victim advocates, law students and volunteers.
- Provide training and technical assistance to Heartly House staff about the criminal justice system and to attorneys and other agencies as requested.
- Publicize and educate the legal community about the needs of victims of domestic violence, sexual assault, human trafficking, and child abuse, as appropriate.
- Develop training materials concerning dynamics of domestic violence, strategies for domestic violence cases, current case law, recent studies, and the use and identification of expert witnesses, as required.
- Develop and maintain coordination with other Heartly House programs that provide direct services to victims of domestic violence, sexual assault, human trafficking, and child abuse.
- Assist in the completion of grants/contracts and funder-required documentation including statistical and narrative reports, monthly financial reports, and other documentation required by the funding sources used in the Legal Services Department.
- Serves as a member of the management team and provides input from staff and feedback to staff for agency visioning, planning, management, and budgeting.
- Ensure positive agency visibility in the community through participation in appropriate community task forces, planning groups, and associations at a local, state, and national level.
- Ensure availability for on-call consultation with Legal Department staff on a rotating (with the Managing Attorney), 24/7 basis regarding consultation and triage of cases, working with community partners, as well as other urgent matters. Ensures appropriate coverage for times when staff is not available due to illness, vacation or personal time off.

- Ensure client records are up-to-date, complete, accurately filed, and closed as needed. Ensure client records are maintained in complete confidentiality and protection of client rights.
- Attend monthly staff and weekly Heartly House Leadership meetings.
- Adhere to Heartly House values, philosophy, policies, and procedures.
- Other duties as assigned by the President and Executive Director.

EDUCATION AND EXPERIENCE

- Juris doctorate from accredited law school; admitted to practice before the Maryland Bar required
- Three (3) years of supervisory experience required.
- Demonstration of strong leadership skills and experience, with an emphasis on legal services and supervision, planning, financial oversight, monitoring and evaluation, and development of professional and managerial staff.
- Experience in domestic violence sexual assault, human trafficking, or child abuse preferred
- Demonstrated commitment to victim services.
- Three (3) years of crisis intervention experience preferred.
- Demonstrated ability to manage budgets
- Work with government and local grants, including interaction with grant officers preferred.
- Ability to work flexible hours as needed
- Ability to work independently, as well as part of a team
- Strong writing and communication skills
- Proficiency in the Microsoft Suite and ability to quickly learn new client databases and software.
- Successful completion of Heartly House training sessions within probationary period