



**DOMESTIC ABUSE PROJECT OF DELAWARE COUNTY, INC.**  
14 West Second Street  
Media, PA 19063

## **POSITION DESCRIPTION**

**Mission:** The Domestic Abuse Project of Delaware County (DAP) works to prevent domestic violence and empower victims to move towards self-sufficiency.

**Title:** Attorney  
**Classification:** Part-Time, Non-Exempt  
**Location:** Administrative Office  
**Supervisor:** Director of Legal Services

### **Purpose:**

The Attorney supports the mission of the DAP by providing legal options and representing victims of domestic violence in Protection from Abuse (PFA) court. The Attorney position is a part-time (20 hours per week) position.

### **Essential Duties:**

- Provide PFA legal options counseling and advocacy to victims of domestic violence
- Provide direct representation of clients seeking Final Protection from Abuse Orders
- Participate in community outreach on domestic violence issues
- Network with appropriate county and social service agencies to link victims of domestic violence with other services
- Maintain accurate statistical data on the Legal Services Program
- Provide clear responses and necessary documentation to requests for information for grant proposals, grant reports, or other organizational needs
- Work cooperatively with other DAP staff
- Participate in organizational staff meetings
- Complete and submit time sheets on time

### **Qualifications and Competencies:**

- Juris Doctor and license to practice law in Pennsylvania
- Strong interpersonal and communication skills, including active listening
- Strong ability to manage and follow processes
- Ability to work well independently, setting high standards of performance for self and assuming responsibility and accountability for successful completion of assignments or tasks
- Ability to work well with others and uphold a psychologically safe environment
- Maintain confidentiality and earn respect through consistent honesty and professionalism in all interactions
- Knowledge of the dynamics of domestic violence preferred

**Work Environment:**

- Work is primarily performed at the administrative office and court house
- Ability to provide own transportation

**Other Requirements:**

- Successful completion of required organizational training
- Satisfactory Criminal Background Check and other organizationally required clearances

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The Domestic Abuse Project of Delaware County is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document, or statement of the employer.