



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: Manager of Legal Services
Classification: Full Time, Exempt
Location: Media Office
Supervisor: Executive Director

Purpose:

The Manager of Legal Services supports the mission of DAP by providing legal options and representing victims of domestic violence in Protection from Abuse (PFA) court. Other areas of civil representation is possible with the expansion of potential services for victims of domestic violence. The Legal Services Manager is a full time senior staff member who, in collaboration with the Executive Director, leads the vision of the department services and oversees all aspects of the legal department

Essential Duties:

- Supervise legal services department at Media office;
- Provide individual and group supervision to all assigned staff;
- Train and supervise law student interns & legal department volunteers
- Provide legal options counseling and advocacy to victims seeking temporary and final protection orders;
- Provide direct representation to victims seeking final protection orders;
- Conduct internal domestic violence training for staff/volunteers;
- Participate in community outreach on domestic violence issues;
- Network with appropriate county and social services agencies in providing legal services to victims of domestic violence;
- Organize and facilitate legal trainings and legal clinics across Delaware County to increase awareness of services available;
- Maintain quality statistical data on legal services department; submit monthly, yearly, quarterly reports for DAP grants;
- Conduct performance evaluations for legal services staff/volunteers;
- Participate in grant monitoring process;
- Serve on local/county/state committees on domestic violence as a representative of DAP;
- Participate in ongoing domestic violence trainings and public awareness activities in collaboration with DAP's Education Department;
- In collaboration with the Executive Director, lead the identification of gaps in services and strategic growth of legal services through grant writing and fundraising efforts;

- Work in closely with other DAP departments (Education, Counseling, Marketing) to ensure a streamlined service process, and interagency collaboration.
- Other duties as assigned

Qualifications and Competencies:

- Juris Doctorate; must be admitted to Pennsylvania
- Familiarity with Delaware County civil and criminal court system
- Strong interpersonal and communication skills, including active listening
- Support effective resolution of complex or sensitive disagreements or conflicts
- Ability to build constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect
- Ability to work well independently, setting high standards of performance for self and assigned staff, while assuming responsibility and accountability for successful completion of assignments or tasks
- Ability to work well and motivate others, promoting commitment within the team to achieve goals and objectives
- Interest in delivering trauma-informed human services in a complex environment, placing a high value on creating an environment that embraces and appreciates diversity
- Maintain confidentiality and earn through and respect through consistent honesty and professionalism in all interactions
- Knowledge of the dynamics of domestic violence, understanding of the social service system, legal advocacy and experience in crisis intervention

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

Name (Print)

Date

Signature

Supervisor Name

Date

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.