

**HUBBARD HOUSE, INC.
JOB DESCRIPTION**

POSITION TITLE	IFP Project Attorney
PROGRAM TITLE	Legal-IFP
POSITION REPORTS DIRECTLY TO:	Lead IFP Project Attorney
POSITION (S) THAT REPORT(S) DIRECTLY TO THIS POSITION:	0
POSITION (S) THAT REPORT (S) INDIRECTLY TO THIS POSITION:	Volunteers
INDICATE NUMBER OF EMPLOYEES SUPERVISED:	<u>0</u>

POSITION IS EXEMPT FROM WAGE AND HOUR REQUIREMENTS

WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:

The IFP Project Attorney will possess a JD from an accredited law school with preferably two years of litigation experience representing survivors of domestic, dating and sexual violence and stalking in injunction for protection proceedings and other civil legal matters, or prosecuting batterers in criminal proceedings. Providing direct legal representations while a law student in a supervised law school legal clinic or internship may be included as litigation experience. Must be a Florida licensed attorney in good standing with no prior Florida Bar disciplinary proceedings that resulted in the imposition of any penalty. Must have advanced experience in Microsoft Office programs. A valid driver's license and dependable transportation required. Must meet eligibility requirements for Hubbard House, Inc. vehicle insurance coverage.

JOB SUMMARY:

The IFP Project Attorney is employed by a certified domestic violence center to provide direct representation to survivors of domestic, dating and sexual violence and stalking in temporary and final injunction for protection proceedings and prosecutions of violations of injunctions. The IFP Project Attorney(s) shall 1) meet with survivors to provide legal advice to determine whether seeking an injunction is a safe and appropriate legal remedy; 2) complete and file petitions for injunctions for survivors and represent survivors at the final injunction hearing; 3) represent survivors who have obtained temporary injunctions and request representation at the hearing on the final injunction; and 4) represent survivors who have a final injunction for protection at a civil hearing for a violation of the injunction, or refer the violations to and advocate with the Office of the State Attorney for prosecution. The IFP Project Attorney will conduct extensive outreach and develop required formal collaborative partnerships with entities such as the clerk's office, the circuit court, law enforcement agencies, state attorneys, agencies working with LGBTQ, immigrant, and elder communities and persons with disabilities, health care providers, and faith-based organizations to develop referral protocols and to offer additional venues for the attorneys to meet with survivors to who are seeking injunctions for protection.

PRINCIPAL JOB DUTIES:

1. Maintain compliance with quality programming and services capable of meeting the vision, mission, and program objectives of Hubbard House, Inc., Standards of the Florida Coalition Against Domestic Violence (FCADV), Attorney General's Office, and the Department of Children and Families (DCF) requirements.
2. Provide direct legal representation to survivors of domestic, dating and sexual violence and stalking in temporary and final injunction for protection proceedings and for violations of injunctions.
3. Assess the other needs of survivors and make appropriate referrals for services.
4. Conduct safety planning with survivors as needed.
5. As appropriate and necessary, participate in case review/supervision with designated FCADV staff attorneys, other Hubbard House attorneys, and supervisor.
6. Under direction of Hubbard House supervisor and/or designated Hubbard House staff, conduct outreach in the service area to develop for Hubbard House collaborative partnerships with entities such as the clerk's office, the circuit court, law enforcement agencies, state attorneys, agencies working with LGBTQ, immigrant, and elder communities and persons with disabilities, health care providers, and faith-based organizations to develop referral protocols.
7. Under direction of Hubbard House supervisor and/or designated Hubbard House staff, develop venues for the attorneys to meet with survivors who are seeking injunctions for protection.
8. Participate in completion of FCADV and other project related deliverables. Also complete monthly and other reports as required by Hubbard House and FCADV to monitor completion of project deliverables. This includes but is not limited to:
 - a) Responsible for accurately tracking required statistics, outcomes, funding source deliverables, and quality assurance measures.
 - b) Maintain accurate statistics and provide timely monthly, quarterly, semi-annual, and annual reports.
 - c) Responsible for accurate manual and computerized data collection in a timely manner. Provide statistical reporting of clients' services in accordance with Hubbard House, Inc. policies and procedures.
 - d) Responsible for monitoring the collecting and maintaining of statistical back-up information to include case records, attendance logs, sign-in sheets and other required documentation. 2.5%
9. Attend FCADV quarterly conference calls, IFP Project training events, and other required training and/or meetings. Requires limited in-state travel. Participate in and maintain documentation of required annual training.
10. Ensure continuous quality assurance for the provision of services to include (but not limited to):
 - a) Comply with FCADV Standards and DCF requirements.
 - b) Maintain licenses, certification, and required standards as appropriate for program.
 - c) Comply with all laws and regulations regarding service delivery.
 - d) Maintain client files to ensure proper completion of documentation.
 - e) Participate in Hubbard House system to gather, analyze and report program participant feedback.
11. Become familiar with Florida Statutes pertaining to domestic violence, victims' rights, service delivery, children's issues, HIPPA, confidentiality, privilege communication and other applicable regulatory laws.
12. Advise management on any problems within the community service delivery system (court system, DCF, law enforcement, victim services, etc...) and make any recommendations to supervisor.
13. Assume all other duties assigned by Hubbard House supervisor.

KNOWLEDGE AND SKILLS:

Position requires:

- An independent, self-motivated, organized, detail-oriented person with strong written communication skills.
- Strong understanding of the dynamics of intimate partner violence and the heightened safety risks faced by survivors seeking to leave or end the abusive relationship by filing for an injunction for protection.
- Must be able to make appropriate decisions relating to providing effective legal representations with minimal supervision.
- Highly developed interpersonal skills and the ability to be flexible in job tasks within a “team” format.
- Possess critical thinking and problem solving skills
- Knowledge of empowerment-based services.
- Knowledge of feminist philosophy.
- Knowledge and ability to prioritize tasks and utilize time and resources effectively.
- Knowledge and ability to maintain documentation, service delivery and quality assurance in accordance with Hubbard House, FCADV, DCF and other regulatory agencies standards.
- Ability to interact in a professional manner with members of other agencies.
- Computer experience required to include Microsoft Office and client management systems.

Description of Benefits for Full Time Employees

Very generous PTO policy (4 weeks off per year), increases after 3 & 7 years of service.

We honor most Federal Holiday's plus two Floating Holidays.

Health & Dental Insurance available when eligible; Hubbard House covers roughly 80% of cost, depending on your choice of policy coverage. Short-Term & Long-Term Disability and Life Insurance available when eligible; Hubbard House covers 100% of cost. Supplemental insurances also available.

Tuition Reimbursement and 403B plan with matching contributions available when eligible.

EOE

To apply directly with Hubbard House click this link: www.hubbardhouse.org/careers