

## *Women's Law Center of Maryland*

**Position:** Legal Advocate, Protection Order Advocacy and Representation Project,  
Baltimore County  
**Location:** Circuit Court for Baltimore County  
**Status:** Full time, professional, grant-funded  
**Salary:** \$42,000 per year

The Women's Law Center of Maryland, Inc. (WLC) is a feminist, non-profit membership organization committed to ensuring equal rights for women. The Baltimore County Protection Order Advocacy and Representation Project (POARP) represents victims of domestic violence in proceedings to obtain, enforce and modify Protective Orders in Circuit Court and District Court.

The advocate works with the Baltimore County POARP attorney who represents victims in Baltimore County District and Circuit Courts. The Legal Advocate staffs the office and has extensive in-person and phone contact with victims of domestic violence seeking assistance in obtaining a protective order.

### **JOB DESCRIPTION:**

1. Act as first contact for petitioners who have received a Temporary Protective Order.
2. Provide information to victims of domestic violence about legal remedies and resources. Provide follow-up services and referrals to clients.
3. Assist attorneys in representing clients in protective order, modification, and contempt hearings and appeals. Duties include conducting in-depth client intake interviews, obtaining relevant reports and collecting other evidence.
4. As part of POARP team, coordinate trial calendar, schedule interviews and perform administrative duties. Provide general support to attorney in case management duties and responsibilities.
5. Establish and/or build strong working relationships with courthouse personnel. Develop and maintain relationships with service providers of all types within the community.
6. Advocate on behalf of clients with representatives of the criminal justice system and accompany clients to criminal proceedings when necessary.
7. Participate in development of statistical and programmatic reports to grantors.
8. Maintain project and client files.
9. As part of WLC team, provide occasional staffing for events for members, participate in project and membership development, attend and participate, as time permits, in committees, task forces, and policy-making bodies concerned with domestic violence.
10. Work with interns.
11. Other related duties as assigned.

### **COMPENSATION:**

1. Salary: \$42,000
2. Benefits include health insurance coverage, simple IRA, paid vacation and sick leave

3. Parking paid
4. Spanish fluency is helpful but not required.

**REQUIREMENTS:**

1. Experience working with victims of domestic violence preferred. Sensitivity to issues facing victims of domestic violence required.
2. Bachelors Degree or equivalent preferred. Education requirements may be substituted with relevant work experience.
3. Must be committed to public service and to providing excellent legal services to all clients.
4. Must have excellent judgment and strong interpersonal skills. Must be well organized, creative, empathetic, and people oriented.
5. Must have excellent written and oral communication skills.
6. Must have demonstrated ability to handle multiple professional projects simultaneously and thoroughly.
7. Must have demonstrated ability to work independently without close supervision.
8. Must be flexible and a team player.
9. Must have own transportation.

If interested, please send resume, cover letter and references to [lruth@wlcmd.org](mailto:lruth@wlcmd.org) or fax at 410-321-8761, or via mail to:

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