



Position: Legal Advocate, Protection Order Advocacy and Representation Project, Baltimore County
Location: Circuit Court for Baltimore County
Status: Full time, professional, grant-funded
Salary: \$55,000 per year and benefits

About the Job:

The Baltimore County Protection Order Advocacy and Representation Project (POARP) represents survivors of domestic violence in proceedings to obtain, enforce and modify Protective Orders in Circuit and District Court. The advocate works with the POARP attorneys who represent survivors in Baltimore County and Carroll County District and Circuit Courts, with a primary focus on Baltimore County. The Legal Advocate staffs the office in the Circuit Court for Baltimore County and has extensive in-person, Zoom, and phone contact with survivors of domestic violence seeking assistance in obtaining a protective order.

About the Women's Law Center of Maryland:

The Women's Law Center of Maryland (WLC) is a dynamic nonprofit law firm whose mission is to ensure the physical safety, economic security, and bodily autonomy of women in Maryland. Established in 1971, the WLC has a rich history of advocating for gender equality, women's rights, and social justice. We provide legal services, education, and advocacy to empower women and families to navigate the legal system effectively.

Key Responsibilities:

1. Act as first contact for petitioners who have received a Temporary Protective Order.
2. Assist petitioners with completing Petitions for Protective Orders.
3. Provide information to victims of domestic violence about legal remedies and resources.
4. Provide safety planning and other assistance to survivors, including relevant referrals.
5. Assist attorneys in representing clients in protective order, modification, and contempt hearings and appeals.
 - Provide paralegal duties assisting attorneys in representing clients. Duties include:
 - Conducting in-depth client intake interviews;
 - Maintaining contact with clients and serving as primary contact with client for non-legal issues;
 - Obtaining relevant reports and collecting other evidence;
 - Drafting and filing pleadings under attorney supervision;
 - Coordinating trial calendar, scheduling interviews, and performing other administrative duties as necessary.
 - Conducting follow up interviews with clients;
 - Maintaining project and client files utilizing our case management system, Legal Server;

- Assisting with grant and data reporting;
- 6. Develop and maintain strong working relationships with courthouse personnel and service providers of all types within the community.
- 7. Advocate on behalf of clients with representatives of the criminal justice system and accompany clients to criminal proceedings when requested.
- 8. Participate in development of statistical and programmatic reports to grantors.
- 9. Maintain project and client files.
- 10. Work with interns.
- 11. As part of the WLC, provide occasional staffing for events for members and participate in project and membership development.
- 12. Attend and participate in committees, task forces, and policy-making bodies concerned with domestic violence as time permits.
- 13. Other related duties as assigned.

Experience, Skills, and Qualities:

1. Experience working with survivors of domestic violence preferred. Sensitivity to issues facing survivors of domestic and sexual violence required.
2. Understanding of the barriers litigants face accessing justice and the role legal services organizations play in providing representation.
3. Bachelor's degree or equivalent preferred. Education requirements may be substituted with relevant work experience.
4. Must be committed to public service and to providing excellent legal services to all clients.
5. Must have excellent judgment and strong interpersonal skills.
6. Must be well organized, creative, empathetic, and people oriented.
7. Must have excellent written and oral communication skills.
8. Must have demonstrated ability to handle multiple professional projects simultaneously and thoroughly.
9. Must have demonstrated ability to work independently without close supervision.
10. Must be flexible and a team player.
11. Must have ability to travel to work locations and different courthouses.
12. Must have computer/technology competency, including Office365
13. Spanish or other second-language-fluency is very helpful but not required.

Applicants do not need to possess all the above qualifications. Research shows that women and people of color are less likely to apply for jobs where they do not meet all the qualifications. If you meet most of these qualifications, please apply.

Compensation and Benefits:

The budgeted salary is \$55,000 with a generous benefits package that includes health insurance, matched retirement savings (Simple IRA), unlimited PTO (after probationary period), paid family leave, hybrid work option (after probationary period), parking (or travel) subsidy, and training.

Location:

Women's Law Center is located in Towson, MD. The Legal Advocate position operates in the Circuit Court for Baltimore County.

Application Process:

Interested applicants should submit a resume and a detailed cover letter that describes their interest in and qualifications for this role to Project Director Sara Powel my email or mail. The expected start date for this position is early to mid-June 2024.

Sara Powel, Family Law Project Director
Women's Law Center of Maryland, Inc.
102 W. Pennsylvania Avenue, Suite 100
Towson, MD 21204
spowel@wlcmd.org

Reasonable Accommodations:

If you require accommodations during our hiring process, email admin@wlcmd.org.

Equal Opportunity Employment:

The Women's Law Center of Maryland considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. As an Equal Opportunity Employer, it is our policy not to discriminate against any employee or applicant due to race, color, religion, gender, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status, or any other category protected by law.

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