

Friends of Abused Families, Inc.  
Job Description

<b>Job Title:</b> Attorney (Sub-Contracted)	<b>Job Code:</b> FAF13	<b>Date:</b> May 2011
<b>Immediate Supervisor:</b> Executive Director	<b>FLSA:</b> Sub-contracted position	<b>Date Revised:</b>

**General Summary:**

Provides family law legal assistance and direct representation services to victims of domestic and sexual violence in Washington County.

**Essential Functions:**

Answer crisis line and provide assistance to callers regarding domestic violence, sexual assault, family law, and/or community resources.

Provides family law legal advice and representation to clients.

Provide support and act as a resource for the legal advocate and other team members who seek information about the legal system for clients.

When necessary work with legal advocate and clients to prepare for injunction hearings. Provide representation for complex injunction hearings.

Provide representation for all denovo hearings.

Maintain reporting of outcomes for legal program. Consistent and accurate data entry.

Supports and attends all FAF special events and functions.

Other duties as assigned.

**Minimum Knowledge, Skills and Abilities Required:**

Law degree required. Licensed to practice law in the State of Wisconsin. Knowledge of the criminal justice system.

One to two years of family law experience preferred. Experience working with victims of domestic and sexual violence a plus.

Maintains a high degree of confidentiality, professionalism and sound judgment.

Excellent communication skills; cultural competence and the ability to interact with diverse populations.

Organizational skills to manage a variety of diversified tasks in a timely manner.

Ability to work well in a team or independent environment.

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Ability to work flexible hours - one evening per week is required.

Working knowledge of all Microsoft Office products. Ability to type 40 words per minute.

Valid drivers license and reliable transportation.

**Working Conditions:**

Normal office environment.

Must be able to lift and carry a minimum of 30 pounds.

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I have read and received a copy of the above job description.

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Signature

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Lisa Krenke – Executive Director

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Date

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Date