

Job Title:	Attorney	Job Category:	Professional
Department/Group:	Programs	Job Code/ Req#:	
Location:	Richmond, TX	Travel Required:	Yes – greater Houston / Fort Bend area
Level/Salary Range:	Salaried, Exempt	Position Type:	Full-Time
HR Contact:	Tina Hood	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:	https://fbwc.org/who-we-are/join-our-team/job-application.html		
Internal posting URL:			

Job Description

LITIGATE AND/OR MANAGE THE MORE DIFFICULT CASES FOR OUR CLIENTS THAT LOCAL LEGAL ORGANIZATIONS ARE UNABLE TO TAKE ON. THIS WILL MOSTLY INVOLVE CHILD CUSTODY (CONTESTED CUSTODY, “PARENTAL ALIENATION”). MANAGE AND PROCESS THE CASES FROM START TO FINISH, INCLUDING FILING PAPERWORK, TAKING DEPOSITIONS AND LITIGATING. ADVISE CLIENTS AND DIRECT SERVICE STAFF ON THE PROPER HANDLING OF LEGAL ISSUES. MAY ALSO PROVIDE REPRESENTATION FOR PROTECTIVE ORDERS AND ENFORCEMENT ORDERS.

ROLE AND RESPONSIBILITIES

- Model agency core values (SPIRIT): Service, Passion, Integrity, Respect, Innovation and Teamwork.
- Assess advanced client family law needs and manage and guide clients through the process.
- Ensure all documentation, filings and depositions are completed accurately and timely.
- Litigate on behalf of the client and dependent children.
- Cultivate community partnerships that supplement client services.
- Develop annual meaningful program objectives and strategies.
- Troubleshoot client as well as programmatic issues and concerns.
- Provide legal expertise to Programs staff as needed.
- Ensure services are using best practices.
- Monitor Key Performance Indicators (KPIs) and program outcomes; recommending program improvements as needed.
- Record timesheets in accordance with the grants allocation worksheets and submitted in a timely manner.
- Represent FBWC in community events and professional networking coalitions.
- Attend staff meetings and trainings as requested.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Juris Doctor from an accredited law school and member of the Texas Bar.
- Family Law and / or juvenile specialty; knowledge of criminal law a plus.
- Minimum of 5 years of litigation experience.
- Current with mandatory continuing legal education (MCLE) requirements.
- Proficiency in Microsoft Office Suite.
- Clear and effective written and oral communication skills.
- Have valid Texas driver’s license and carry auto liability insurance as required by the State of Texas.
- Pass a criminal background check and drug screening.

PREFERRED SKILLS AND COMPETENCIES

- Nonprofit advocacy is a plus.
- An enthusiastic personality is a MUST! We assist those who are struggling to achieve self-sufficiency. It is a rewarding job, but one that requires a great deal of optimism.
- Previous experience working with individuals dealing with trauma (preferably domestic or sexual violence) is a plus, but is not necessary.
- Demonstrates leadership, communication, and problem solving skills in a manner that encourages and empowers clients to seek remedies for positive change.
- Displays ability and willingness to make appropriate decisions, responds compassionately to persons served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, and includes appropriate people in decision-making process.
- Displays original thinking and creativity by meeting challenges with resourcefulness, generating suggestions for improving work, and developing innovative approaches and ideas.
- Shows tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.
- Team player who can roll up their sleeves and get involved in everything from big projects to mundane, simple tasks.
- Possesses strong time management skills during busy and slower periods throughout the day.
- Applies basic strategies for good communication, including developing rapport, using active listening.
- Establishes/maintains trust and appropriate collaborative relationships with clients.
- Works with clients in a respectful and nonjudgmental manner while employing a victim-centered, strengths-based, and trauma-informed perspective.
- Supports clients' self-determination and informed decision-making.
- Respects client confidentiality and autonomy.
- Uses appropriate verbal and nonverbal communication to deescalate crises situations.
- Applies strategies for addressing conflict and moderating one's own verbal and nonverbal reactions to communications with clients and coworkers.
- Demonstrates ongoing efforts to improve skills in effective verbal and nonverbal communication, such as motivational interviewing, as well as cultural competency.
- Prioritizes/plans work activities using time efficiently; plans for additional resource needs. Sets goals and objectives, and develops realistic action plans.
- Deadlines/solutions oriented with the ability to handle multiple competing priorities and wide-variety of responsibilities.
- Speaks clearly and persuasively in positive or negative situations, listens, asks for clarification, responds well to questions, and participates in meetings.
- Writes clearly, accurately, respectfully, and informatively; edits work for spelling and grammar.
- Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
- Travel may be required in greater Harris and Fort Bend County areas.

Employee Signature: _____

Date: _____

Officer Signature: _____

Date: _____