

**Centre Safe Job Description**  
**Director of the Civil Legal Representation Project (CLRP)**

Reports to: Director of Programs and Services

Status: Full-time

Typical Work Hours: 40 Hours/Week

FLSA Classification: Exempt

Salary: \$55,000 - \$60,000

Revision Date: June 2023

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**Organizational Expectations:**

All employees at Centre Safe will demonstrate a commitment to our Core Values:

1. Commit to empowering survivors through trauma-informed and client-centered services that are intentionally equitable, inclusive, diverse, confidential, professional, and responsive to identified client and community needs.
2. Eliminate violence by challenging the structural inequalities and oppressions that perpetuate gender-based violence, recognizing intersectionality in the ways violence is experienced by survivors and the wider community.
3. Enhance and value our human resources through ethical stewardship of the knowledge, expertise, lived experience, and courage of spirit of the staff, volunteers, and directors, as well as our financial resources, facilities, and community relationships.

Employees are expected to become familiar with the *Centre Safe Employee Handbook* and abide by the policies within it.

All Centre Safe employees and Counselor/Advocate volunteers are Mandated Reporters of child abuse and will obtain the required clearances (Criminal Background, Child Abuse, and FBI) upon employment. All Centre Safe employees and volunteers will maintain and uphold client confidentiality under Pennsylvania State Law, specifically 23 PA C.S. 6102 and 42 PA CSA Sec. 5945.1.

**Job Summary:**

The Director of the CLRP is responsible for managing the office and ensuring the effective civil legal representation of victims of domestic and sexual violence, dating violence and stalking. The Director supervises the CLRP staff and ensures that the project provides legal information, consultation, and representation for program participants at Centre Safe and contributes to the coordinated community response to domestic violence in Centre County.

**Essential Responsibilities:**

- Represent clients of Centre Safe in petitioning/filing for child custody, child and spousal support, divorce, Protection Orders, U Visas, VAWA, and other immigration relief, sexual assault matters, Title IX matters, and other civil matters where appropriate
- Ensure the maintenance of both an appropriate file maintenance system for the Project and a conflict checking system to assure that conflict checking occurs before any advice to or representation of Centre Safe clients occurs

- Collaborate with the Legal Advocates and other Centre Safe direct service staff to ensure clients have information about and access to the full range of services available at Centre Safe
- Continue the development of a Pro Bono Network, including increasing the number of attorneys and providing support and case consultation to those in the Network
- Continue to develop expertise in domestic violence civil law, family law (divorce, custody, and support), protection orders, sexual assault law, Title IX Law, and immigration law
- Develop expertise in areas of law where there is no attorney specialization
- Assist the Executive Director with the development and implementation of a fundraising plan for the CLRP and explore avenues for sustainable funding from private sources and assist with grant writing and budget preparation as needed. This includes tracking and compiling data for grant reporting, writing grant reports and other reporting as required
- Participate as a member of the Centre County Bar Association and participate in its activities.
- Participate in the PCADV Attorney Network meetings
- Participate in the development of the Coordinated Community Response to Domestic Violence in Centre County, including participation in collaborations as appropriate with community and judiciary leaders, organizations, Penn State Law School, Centre County Domestic and Sexual Violence Task Force, PSU's CARSV, and service providers where appropriate
- Participate in Centre Safe Staff and Leadership Team Meetings and contribute to discussions and decisions as necessary and appropriate

#### **Other Responsibilities:**

- Participate in Centre Safe committees and teams when appropriate
- Maintain current knowledge in the field and attend continuing education events to increase professional knowledge and effectiveness
- Conduct interviews, review resumes, and select Externs when appropriate
- Maintain continuing legal education credits (CLE) as required for certification
- Other duties as assigned

#### **Qualifications:**

- Law degree from an accredited law school and licensed to practice law in Pennsylvania required
- Minimum of five (5) years of legal practice required
- Experience in domestic violence/sexual violence work, immigration law and the representation of sexual assault victims, including Title IX matters preferred
- Experience in supervising a legal project, law office, and attorneys
- Membership in the Centre County Bar Association and Pennsylvania Bar Association or qualified for membership
- Ability to travel and have access to reliable transportation
- Effective communication skills, including exceptional oral advocacy and writing skills
- Ability to advise and communicate effectively with clients of different ethnic, racial, and socio-economic backgrounds
- Must obtain, and maintain, required Criminal History, Child Abuse, and FBI clearances
- Must successfully complete the organization's Volunteer Advocate Training

- Computer proficiency at a basic level including the ability to conduct website searches, navigate through programs and multiple screens, perform data entry, and use common word processing, email, calendar, and spreadsheet programs (Microsoft Office programs preferred)

**Supervisory Responsibility:** Paralegal/Legal Assistant, Staff Attorney(s); Volunteers and/or externs in the department.

**Working Conditions:** Office setting in professional work environment.

*This job description is not a comprehensive list of all activities, duties or responsibilities and may change without advance notice. This job description is also not a contract for employment and does nothing to change the at-will status of employment. The employer is an Equal Opportunity Employer.*

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_