

**Neighborhood Legal Services seeks to hire a Staff Attorney for the  
Family Defense Project!  
Pittsburgh Office  
Posting # 242**



Job Title: Staff Attorney Family Defense Project  
Department: Legal Services  
Reports to: Managing Attorney

**JOB SUMMARY:**

The Staff Attorney – Family Defense Project provides the highest quality of legal representation and handles all functions in representing parents in dependency cases who cannot be represented by the Juvenile Court Project (JCP) due to a conflict of interest. Legal representation may include providing advice, limited services, referral, and/or extended representation. The Staff Attorneys work is part of a interdisciplinary legal team to engage parents in the dependency process and provide them with a high-quality legal defense. This includes prioritizing client relationships and communications, a commitment to case preparation and strong advocacy inside and outside of court. This also includes working in tandem with the multidisciplinary team to ensure that parents receive support and services that are well-tailored to expedite safe and lasting reunification and heal the family.

**DUTIES/RESPONSIBILITIES:**

- Represent parents' interests by preparing, filing, and arguing pleadings on their behalf in support of their goals;
- Stay up to date on all relevant training and requirements.
- Maintain open communication with parents, peer parent advocate, client advocate and members of the Neighborhood Legal Services FDP support team.
- Keep up to date on all relevant training requirements,
- Screen clients for eligibility and make referrals, as needed
- Conduct preliminary and subsequent interviews with clients;
- Conduct factual investigation, analysis, and legal research, as needed;
- Develop case theory and strategy for the representation;
- Keep clients informed on an ongoing basis and provide counsel about their options;
- Prepare pleadings, including but not limited to, complaints, answers, memoranda of law, briefs as may be needed;
- Prepare cases and represent clients in negotiations, hearings, trials, and appeals;
- Monitor client files and close files in a timely manner as required by program policy;
- Enter time in a timely manner pursuant to program policy;
- Maintain case files in accordance with NLS standards.
- Stay current on the law

## **PROGRAM DEVELOPMENT**

- Identify and work with management to address project sustainability;
- Assist with project evaluation

## **REQUIRED SKILLS/ABILITIES:**

- Strong computer knowledge and skills. Strong in Microsoft Office Suite
- Strong organizational skills and attention to details.
- Excellent interpersonal and client service skills
- Must have efficient transportation to locations other than the NLSA office as needed for work;

## **EDUCATION AND EXPERIENCE:**

- Admitted to practice in Pennsylvania or admitted in another jurisdiction and eligible for admission in Pennsylvania;

## **PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

## **NEIGHBORHOOD LEGAL SERVICES BENEFITS INCLUDE:**

- *NLS 100% paid healthcare through Highmark that includes prescription and dental coverage*
- *NLS 100% paid Life/ADD, Long-term Disability, Short-term Disability Insurance*
- *NLS paid Health Reimbursement Account (HRA)*
- *Contributions to a 403b and/or Roth 403b after one-year of service (optional)*
- *Options that you may choose to purchase or contribute to include:*
  - *Vision Insurance*
  - *FSA – Medical Account*
  - *FSA - Dependent Care Account*
  - *Qualified Transportation Election*
- *Paid Time Off: (pro-rated first year)*
  - *15 vacation days*
  - *14 sick days*
  - *3 Personal Days*
  - *15 Holidays*

NLS is an Equal Employment Opportunity Employer committed to the value of workforce diversity. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, gender identity, national origin, physical or mental disability, protected veteran status, genetic information, or sexual orientation.