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<b>Position:</b>	Staff Attorney, Durham Family Law
<b>Type:</b>	Full Time
<b>Status:</b>	Exempt
<b>Reports to:</b>	Family Law Senior Staff Attorney
<b>Location:</b>	Durham, North Carolina
<b>Updated:</b>	5/22/2024

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### **Position Summary**

The Durham Family Law Staff Attorney will provide trauma-informed family law services for individuals in Wake County who are seeking legal assistance related to custody, guardianship, adoptions, and other related family law matters. JusticeMatters' legal services help clients overcome legal barriers to safety, stability, and services for the children in their care, thereby increasing opportunities for healing and wellbeing.

The Staff Attorney demonstrates a strong commitment to access to justice and a readiness to work with low-income communities, communities of color, and immigrant communities to advance equity, resiliency, and civil rights.

Ideal candidates will have experience providing family law services in North Carolina to individuals seeking to protect and provide for the children in their care.

### **Duties and Responsibilities**

- Provide legal services in family law matters in Wake County District Court, including consultations and representation for custody or guardianship matters;

- Work with the Client Support Services team to provide clients with referrals for support services;
- Participate in case review meetings;
- Stay informed of changes in the law impacting clients/cases and participate in relevant continuing legal education;
- Attend and participate in community events, legal workshops/clinics, volunteer recruitment/training events, and community-based coalitions or task forces that will enhance the Staff Attorney's knowledge, networks, and ability to carry out job responsibilities;
- In course of casework, learn from the voices and lived experience of JusticeMatters clients, communicating what is learned to the Family Law Section Lead to inform JusticeMatters' advocacy platform, strategic planning, policies, and practices, and to promote continuous improvement of services;
- In course of casework, identify and analyze external policy, practice, and other issues impacting JusticeMatters' clients and work, communicating these to the Family Law Section Lead;
- Handle other tasks, as requested by the Family Law Section Lead;
- Generally promote JusticeMatters and our mission and work.

## **Qualifications and Requirements**

1. Law degree from an accredited law school.
2. Current membership in good standing with the North Carolina State Bar.
3. Four to six (4-6) years of continuous legal experience representing clients in family law matters in District Court, *preferred*.
4. Working knowledge of both the substantive law specific to the types of cases accepted by the Family Law Section (specifically child custody, guardianship, and adoptions), as well as procedural law relevant to the resolution and litigation of such claims (such as civil procedure and evidence), are required.
5. Excellent organizational, analytical, writing, research, and editing skills, with strong attention to detail.
6. Excellent oral advocacy, presentation, and communication skills.

7. Ability to develop and maintain effective working relationships with others regularly encountered in the course of work, including, but not limited to, co-workers, judges, and court personnel.
8. Experience serving or working with survivors of trauma, *preferred*.
9. Strong interpersonal, cultural humility, and cross-cultural communication skills.
10. Ability to think strategically and creatively, solve problems, innovate, exercise initiative, manage multiple tasks/projects involving sensitive information, and make decisions under pressure, including knowing when to ask for assistance.
11. Proficiency in Google Suite and Microsoft Office Suite, and willingness to learn other case management systems.
12. Impeccable integrity, sound judgment, and discretion.
13. Ability to travel to/from our offices and the courthouse (a driver's license and regular access to a vehicle are required).
14. Support of the Mission and Vision of JusticeMatters.
15. Affirmation of the Foundation of JusticeMatters.
16. Demonstrated commitment to the Values of JusticeMatters.

## **About JusticeMatters**

JusticeMatters is a faith-motivated, nonprofit law firm that addresses the roots and repercussions of human trafficking. Founded in 2009 in Durham, North Carolina, we provide trauma-informed legal services throughout North Carolina and we promote just policies and practices impacting our clients and community. Since 2011 we have been at the forefront of efforts to integrate principles of trauma-informed care in the legal profession, recognizing that the way we provide legal services—not solely the legal results we secure—holds potential to promote the wellbeing of our clients and our workforce. Our team seeks justice, strives for excellence, upholds trauma-informed principles, embraces community, and is anchored in celebration. We envision the freedom and flourishing of all.

## **Compensation and Benefits**

- 20 days of paid time off
- 4 days of paid sick leave

- Health insurance coverage for employees 100% paid by JusticeMatters
- Health insurance for family members (paid by employee)
- Dental and vision insurance (paid by employee)
- 401(k) retirement account
- Stipend for any required licenses and professional memberships
- Access to robust and personalized professional development, including but not limited to professional conferences and ongoing psychoeducation for trauma-informed design/practice
- Flexible work schedule, with opportunities to work off-site
- Paid 12-week sabbatical after seven (7) years of service, and five (5) years, thereafter

\*These details are for informational purposes, and this list is not exhaustive. Benefits are subject to policy or plan changes.

*For more information, please visit our website at [www.justicemattersnc.org](http://www.justicemattersnc.org) or contact Laura Helton at [laura@justicemattersnc.org](mailto:laura@justicemattersnc.org).*