



Job title	<i>Staff Attorney</i>
FLSA Status	<i>Exempt</i>
Employment Status	<i>Full-time</i>
Reports to	<i>Supervising Attorney</i>

Job purpose

Staff attorneys in the GAL/CASA program advocate for children's best interests in Marion County's Family Division, which consists of both juvenile and family law cases; they provide legal advice and legal services to the GAL/CASA Program of Kids' Voice and, more specifically, to trained staff and volunteer Guardians ad Litem (GALs). Staff attorneys must zealously advocate for a child's best interests, while also working to collaborate with important other participants in the family and juvenile law process, including, parents, other caretakers, private counsel, the Department of Child Services, the Public Defender Agency, the State GAL/CASA office, service providers, and other child service professionals. Staff attorneys work both collaboratively and independently. Internal collaboration consists of work with other staff including paralegals, staff GALs and paralegals. Staff attorneys must also be able to work independently, managing their own caseload, docket, and collaborating with paralegals, other staff and volunteers.

Staff attorneys are expected to remain current on Indiana law in both family and juvenile law. In the course of their advocacy for a child's best interests, attorneys must possess initiative in seeking out creative and sound solutions to any issues affecting a child's best interests. Staff attorneys must maintain good standing in the Indiana Bar and any other bars where the attorney may be admitted and must have a strong commitment to the ethical practice of law. They must have strong interpersonal skills, sound judgment, excellent communication skills, and evince a commitment to diversity, inclusion, equity, and justice.

Duties and responsibilities

Key responsibilities include: (1) zealous advocacy for a child's best interests; (2) management of cases and docket; (3) appearance and presence at all stages of litigation, including depositions, settlement conferences, and ADR methods; (4) writing and filing reports and pleadings to further the child's best interests; (5) management of volunteer GALs including assigning cases to volunteers and maintaining regular communication with volunteer GALs; (6) collaboration and regular communication with staff GALs that may be assigned to their cases; (7) ensure all records and files are handled in appropriate confidential manner; (8) properly recording data from cases, which may include demographics, time spent on cases, or other information; (9) consulting with other partners in the juvenile and family law systems, including the child or children, DCS, PD agencies, private counsel for parties, counsel for children, service providers, the State GAL/CASA office, and other child and family service professionals; (10) advise Kids' Voice staff on various program and legal matters as assigned; (11) conduct legal and volunteer trainings as needed; (12) participate in appeals as necessary and directed; and (13) assisting with grant reporting and funding compliance as needed.

Qualifications

Minimum qualifications include: (1) a J.D. from an accredited institution; (2) bar licensure in Indiana; (3) ability to pass both a state and national background check, as well as any applicable Department of Child Services background checks; (4) demonstrable interest in child advocacy, juvenile law, and family law.

Preferred qualifications include: (1) three years or more experience in either family law, juvenile law, or other adjacent child advocacy areas of law; (2) three years or more of trial experience; and (3) bilingual in Spanish and English is a plus.

Working Conditions

This job operates in a professional office environment, home office, and school setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines. This job is hybrid and could require some evenings and possible weekends.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee may be required to stand, walk, use hands, handle, or feel, reach with hands and arms and may be required to drive.

Direct Reports

None

Salary and Benefits

Salary and Benefits:

- Starting Salary \$70,000/annually
- Benefits include, but are not limited to, a generous leave policy, excellent family health insurance, a 401(k) plan and the camaraderie of a team of committed advocates for social, racial, and economic justice.

Please send resumes to the Kids' Voice of Indiana Supervising Attorney for CHINS/TPR, Josh Pollack, at jpollack@kidsvoicein.org by November 14, 2024.

Kids' Voice of Indiana is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, gender identity, gender expression, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Kids' Voice makes hiring decisions based solely on qualifications, merit, and business needs at the time.