



SOUTHWEST VIRGINIA LEGAL AID SOCIETY, INC.

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Offices in Castlewood, Christiansburg & Marion



Seeking ONE Justice for ALL Virginians Since 1972

INTAKE UNIT ATTORNEY

Southwest Virginia Legal Aid Society seeks a full-time attorney to join our Intake Unit. Our Intake Unit takes calls and online applications from across the 17 counties and 4 cities that we serve; responding to 7,000 – 9,000 requests for services each year. Applicants and clients are tracked using sophisticated case management software.

The successful candidate will work in both the Marion and Castlewood Field Office locations with occasional remote work possible.

The successful candidate will join the Intake Unit team currently comprised of four intake paralegals, one intake attorney and the managing attorney. This new attorney will perform some of the same functions as the intake paralegals including the screening of applicants for eligibility and the giving of legal advice. The attorney will also assist the managing attorney in the supervision of the Unit's paralegals. This is NOT a litigation position.

Fluency in Spanish is a plus, but dedication to equal justice, a Virginia license to practice law, and excellent computer skills are a must. Not just any attorney will be suitable for this demanding job. We are seeking an attorney who is eager to work as a member of a team and who can handle the stress accompanying high demands for services.

Starting salary is \$60,000 to \$80,000 DOE. EOE. SVLAS provides excellent fringe benefits including health insurance, retirement, generous leave, and training expenses. Student loan repayment assistance is available depending on your eligibility.

The position is open until filled, but we are on a fast track. Apply with letter of interest, resume, and references.

Apply by email to Joseph Carico, Executive Director at jcarico@svlas.org with the words INTAKE ATTORNEY APPLICATION on the subject line.

Please include:

- 1. A letter describing your interest in the position**
- 2. Your current resume; and**
- 3. Three professional references and their contact information.**

All applicants, even unsuccessful ones, will be advised as our hiring process concludes.

Job Description follows.

Job Description: Intake Unit Attorney

QUALIFICATIONS:

- Must be licensed and in good standing with the Virginia State Bar.
- Strong skills in communication, legal analysis and problem solving.
- An understanding of the dynamics of domestic violence and the impact of geographic isolation upon low-income people, the elderly, and the working poor.
- Ability to develop effective rapport with clients
- Ability to work as a team member with other program staff.
- Ability to work as a team member with staff from other community programs.
- Satisfactory clearance of required criminal background check.
- Commitment to the mission of Southwest Virginia Legal Aid Society.
- A credible interest in living and working in Southwest Virginia.
- Familiarity with word processing software, computerized research, and data entry into client database.

DUTIES:

- Answering incoming intake calls to assess the applicant's eligibility for services
- Provide legal advice on a wide range of civil legal issues
- Resolution of conflict of interest questions
- Review and supervision of Intake Paralegals
- Review of intakes for referral to SVLAS field offices or the SVLAS Private Attorney Involvement (PAI) Program, or for case closure
- Research and track changes in the law and develop substantive resources for intake unit use
- Develop legal materials for the SVLAS website and Facebook page
- Some supervision of the SVLAS PAI Program
- Treat clients with dignity and respect and maintain client confidentiality.
- Work as a team member with other program staff in establishing and carrying out program priorities and maintaining the integrity of our client database.
- Participate in planning and implementation of project outreach and community education programs.
- Other responsibilities as assigned by the Intake Unit Managing Attorney