

Job description for the position of  
**JUNIOR STAFF ATTORNEY**



### POSITION SUMMARY

The Part-Time Junior Staff Attorney will provide support and legal services to our clients. Additionally, this role will oversee all ongoing court cases involving in-shelter and outreach clients.

The Part-Time Attorney will report to and work closely with the Senior Staff Attorney and the CEO, while also partnering with senior leadership to meet the needs of our clients. Must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

### PRINCIPAL ACCOUNTABILITIES

- Meets with survivors of domestic violence who need legal support and provides direction of their best course of action.
  - Serves clients staying at Newhouse and provides services to outreach clients.
- Oversight of all client court cases.
  - Understanding of multiple jurisdictions.
- Provide advice to the court advocate on specific client cases.
- May provide general legal advice to Newhouse leadership around business needs/operations
- Responsible to log work performed in Apricot to track units of service and provide accurate reporting for grants.
- Represents Newhouse in the community as it relates to our legal services provided or may serve as a featured speaker around the subject of domestic violence and the legal system.

### KEY PERFORMANCE AND SKILLS NEEDED TO ACHIEVE GOALS

<b>Flexibility + Adaptability</b>	Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control.
<b>Team Leadership</b>	Communicates the vision and objectives of the organization and workgroup through all activities and behaviors; encourages and supports individuals and teams through periods of change; motivates individuals and teams to achieve high levels of performance; creates an environment where people are encouraged to innovate and work as a team.

<b>Communication (Verbal + Written)</b>	Expresses views constructively in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly and promotes an exchange of ideas. Is an effective listener – listens openly without interrupting. Shows tact, courtesy and diplomacy in dealing with others. Delivers information effectively in a variety of formats. Is succinct in communications, recognizing time is a valuable resource for all.
<b>Business Relationship Management</b>	Uses appropriate interpersonal styles and communication methods to work effectively with business partners (e.g. peers, residents, functional partners, external clients & alliances) to meet mutual goals and objectives, builds networks to obtain cooperation. Understands that the environment at Newhouse is one of trauma healing and recovery and interactions with our residents need to be handled sensitively and with a Trauma Informed Care lens.
<b>Decision Making</b>	Obtains information and identifies key issues relevant to long-term goals, actively plans, leads and develops with others for the success of the corporation; continuously monitors and understands changing markets in the industry and leads the business to maximize potential.
<b>Stress Tolerance</b>	Is even-tempered and keeps control of his/her emotions and behaviors, even in high-pressure situations. Maintains a positive attitude despite stress and frustration. Works effectively under pressure and approaching deadlines. Has a calming influence on others in stressful situations.
<b>Creativity + Innovation</b>	Recognizes and generates innovative solutions to challenges (thinks “outside the box”). Always seeks to challenge traditional assumptions and improve the way things are done. Fosters a working environment that encourages creative thinking and innovation. Is not afraid to take calculated risks and learn from mistakes. Balances creative thinking with practical application.
<b>Business Acumen</b>	Creates and seizes opportunities to increase current business and/or to expand into new markets, products or services. Keeps abreast of current product developments and trends relative to market opportunities and competition.
<b>Change Management</b>	Continuously seeks and encourages others to seek opportunities for different and innovative approaches to addressing organizational challenges, advocates the need for self or others to seek a better way to address work processes
<b>Coaching + Mentoring</b>	Inspires, motivates and guides others to action; creates a sense of job ownership by providing clear expectations, feedback, mentoring and training to help individuals achieve their goals. Makes time to coach employees and help them improve their work performance.
<b>Financial Management</b>	Demonstrates a broad understanding of financial management principles. Understands the key financial indicators affecting the organization. Accurately estimates project plans and budgets, using cost-benefit thinking. Manages and controls budgets effectively; monitors expenditures

	rigorously. Identifies cost-effective approaches to business operations without sacrificing quality.
<b>Functional Expertise</b>	Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

## WORK CONDITIONS

Work conditions are typical of those in an office setting. There may be extending periods of sitting, standing, walking up and down stairs and/or traveling on the elevator. Staff may be subject to noises such as others speaking or children playing, given the shelter’s communal living structure. There are times the shelter must go into privacy mode for the privacy or safety of staff/residents. The intercom system is used to communicate these needs.

## EDUCATIONAL REQUIREMENTS

Juris doctorate required. Licensure in Missouri and Kansas is required.

Work schedule is typically M-F. Work schedule and hours may vary; evenings and weekends may be required but are managed by the attorney based on his/her availability and the needs of the clients. Newhouse provides a flexible and virtual work environment to the extent that it does not interfere with meeting the needs of our clients and residents.

## EXPERIENCE, ABILITIES + QUALIFICATIONS

- Ability to organize and prioritize tasks and assignments in order to meet deadlines
- Proven history of self-directed work to improve processes and procedures and excellent understanding of business processes and operations
- Must possess executive maturity, sound judgment and a professional appearance
- Strong strategic and analytical skills
- Integrity, honesty and high ethical standards
- Keen interpersonal skills, being sensitive to our Trauma Informed Care model
- Alignment and adherence to the Newhouse mission, vision, and principles

## AT WILL EMPLOYMENT

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Newhouse that employment is at will, which means that employment is for no specific term and that employment may be terminated by the employee or Newhouse at any time without cause.

## EQUAL OPPORTUNITY + AFFIRMATIVE ACTION EMPLOYER

Newhouse is an equal opportunity and affirmative action employer. We celebrate diversity and know that in serving a diverse population and employing a diverse team, we position our organization and

community to thrive. We promote diversity of thought, culture and background and are committed to a work environment that gives voice to, supports, inspires and respects all individuals.

Employment at Newhouse is solely based on a person's aptitude, qualifications and professional competence. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.

**Note: This position description is not intended to be all-inclusive. You may be required to perform other related duties within your skill set as negotiated and/or directed to meet the ongoing needs of your department and the organization.**

I have read and understood the duties and expectations as described in this position description.

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Employee Name

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Date

