



DOMESTIC ABUSE PROJECT OF DELAWARE COUNTY, INC.

POSITION DESCRIPTION

Mission: The Domestic Abuse Project of Delaware County (DAP) works to prevent domestic violence and empower victims to move towards self-sufficiency. The Domestic Abuse Project of Delaware County Legal Department (DAPLD) provides survivors with legal services as part of the continuum of services offered by the core program.

Position/Title: Staff Attorney, Non-Profit
Work Location: Main Office & Delaware County Courthouse, Media PA
FLSA: Full Time, Exempt
Supervisor: Managing Attorney
Effective Date: May 12, 2026

Summary Objective: The Staff Attorney supports the mission of DAP by providing legal information and representation to survivors of domestic violence in Protection from Abuse (PFA) matters. The Attorney position is full time 40 hours per week in office and/or courthouse position.

Essential Functions:

- Review referrals for legal representation in Protection from Abuse (PFA) matters, child custody, and child support matters
- Provide legal information, counsel and representation in PFA, child custody, and child support matters to survivors of domestic violence
- Advise and represent clients in civil proceedings
- Conduct Research and analysis of legal issues
- Interpret laws, rulings, and regulations for assigned cases
- Present facts and findings relevant to the case on behalf of their clients
- Prepare and file legal documents accurately and on a timely basis for civil pleadings
- Communicate with clients, colleagues, judges, and others involved in assigned cases
- Provide clear and timely data entry and work documentation for statistical reporting purposes
- Work closely with other members in the legal department and the core program
- Participate in organizational staff training and meetings as scheduled

Qualifications and Competencies:

- Familiarity with Delaware County civil and criminal court system is preferred, but not required
- Experience in family law and/or related civil litigation preferred but not required
- Experience working at a non-profit preferred but not required
- Strong interpersonal and communication skills, including active listening
- Excellent oral communications skills with the ability to present cases in a courtroom setting with a demonstrated ability as an empathic listener and persuasive speaker
- Ability to plan, implement, and manage multiple priorities to ensure work is completed in a timely productive manner while meeting deadlines
- Ability to work well independently, setting high standards of performance for self and assuming responsibility and accountability for successful completion of assignments and management of own case load.
- Demonstrated professionalism, and ability to work well with others in a trauma-informed environment

- Ability to maintain confidentiality regarding all activities at DAP, pertaining to both clients and staff, always demonstrating consistent honesty and professionalism
- Interest in delivering trauma-informed human services in a complex environment, placing a high value on creating an environment that embraces and appreciates diversity
- Knowledge of the dynamics of domestic violence, understanding of the social service system, legal advocacy and experience in crisis intervention
- Organized and detail oriented while still able to possess a “big picture” perspective in an ever-changing environment
- Intermediate proficiency with Microsoft Office Suite (Excel, Word and Outlook)

Work Environment

- Work is primarily performed in the main administrative office and the Delaware County Courthouse

Physical demands

- Ability to attend Thursday court appearances
- Able to reliably travel to Media, PA

Required Education & Experience

- Juris Doctorate; must be admitted to Pennsylvania & in good standing

Other Requirements:

- Successful completion of required organizational training within two weeks of hire.
- Successful completion of required ongoing organizational training
- Satisfactory Criminal Background check(s) and other organizational required clearances.

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The Domestic Abuse Project of Delaware County is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document, or statement of the employer.