

Guardianship Attorney

Position: Attorney for two-year grant program with possibility of extension

Position Location: Philadelphia

Reports to: Legal Director and Managing Attorney

Position Purpose and Objectives: To assist in carrying out the functions of the Guardianship Legal Program and other functions of the Legal Team

If you want to utilize your law degree to do meaningful and enriching work, Disability Rights Pennsylvania (DRP) has the position you're looking for. DRP is a private, nonprofit organization headquartered in Harrisburg Pennsylvania with offices in Philadelphia and Pittsburgh. For the past 40 years we have worked to protect people with disabilities from abuse and neglect and to enforce their rights by providing legal assistance and advocacy. Our services are available across the state of Pennsylvania and at no cost to the individuals with disabilities requesting them.

We are currently looking for an attorney to work out of our Philadelphia office on guardianship cases and issues. This position requires providing representation to alleged incapacitated persons who have intellectual disability, autism, or similar disabilities in guardianship proceedings in Montgomery and surrounding counties, providing technical assistance to pro bono attorneys, providing training and materials on guardianship and alternatives to guardianship and providing information, counseling, and publication to court-appointed guardians so they can assess whether less restrictive alternatives might be appropriate. The attorney will also assist in implementing other legal initiatives of the organization—including individual and class action litigation, drafting demand letters, advising clientele and colleagues, developing litigation, investigating, conducting training, participating in policy development and client intake.

Applicants should have up to five years of legal experience and possess excellent communication skills and judgment. Applicants should be able to work independently and collaboratively as part of a team in a collegial environment to move projects forward. Experience specific to the rights of individuals with disabilities is a plus but not required. Applicants should be licensed to practice law in Pennsylvania. Minority candidates and persons with disabilities are encouraged to apply.

This is a two-year position with the possibility of extension.

Compensation:

DRP offers a competitive salary and benefits package based on experience and education and is competitive with other public interest law firms. Employment benefits include generous leave, health, dental, life insurance, and a 401(k) retirement plan.

Physical/Mental Requirements:

1. Uses computer approximately to 6-8 hours per day.
2. Regular travel to Montgomery County, PA and less frequent additional travel to other areas of the Commonwealth, including some overnight travel required. Infrequent travel outside the Commonwealth may be required.
3. Sits approximately 2-8 hours per day.
4. Spends approximately 2-4 hours per day in meetings.
5. Requires working under a moderate degree of stress (time constraints, deadlines, multi-tasking, adherence to grant requirements, complex issues, conflict resolution, etc.).

Essential Functions:

1. Provides representation to alleged incapacitated persons with disabilities in guardianship proceedings.
2. Provides technical assistance to pro bono attorneys appointed to represent alleged incapacitated persons in guardianship proceedings and monitor some of their cases.
3. Provide training and materials on guardianship and alternatives to guardianship as well as the nature of intellectual disability, autism, and similar disabilities to attorneys interested in providing pro bono representation to individuals in guardianship proceedings.
4. Provide information, counseling, and publications to court-appointed guardians for individuals with disabilities so they can assess whether less restrictive alternatives might be appropriate.
5. Manages his or her own litigation and client caseload.
6. Files litigation and pursues legal work.
7. Thinks strategically and develops litigation opportunities.
8. Conducts legal research.
9. Participates in client intake.
10. Participates in investigating abuse and neglect and monitoring facility conditions.
11. Prepares reports.

Disclaimer:

This position description serves as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify or rescind this position description at any time, with or without prior notice. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

Continued employment remains on an “at-will” basis.

Mail cover letter with resume and writing sample to:

Disability Rights Pennsylvania

Attn: Human Resources Director

301 Chestnut Street

Suite 300

Harrisburg, PA 17101 Or via email to smoore@disabilityrightspa.org. Please include “Guardianship Attorney Position” in the subject line.