NOW HIRING

Civil Legal Representation (CLR) Staff Attorney

Your Safe Haven, Inc. | Bedford County, Pennsylvania

Salary	**$55,000–$60,000**, based on qualifications and experience
Schedule	Full-time, 35 hours/week, Monday–Friday (exempt)
Location	Primarily on-site in Bedford County, Pennsylvania
Benefits	100% employer-paid employee medical, dental, and vision; employer retirement contribution, accidental death and dismemberment, short-term and long-term disability coverage, mileage and clearance reimbursement, 24 days PTO in year one; 10 paid holidays and 1 floating holiday.
To apply	Email a resume, cover letter and insert in subject line CLR Staff Attorney to rwilliams@yoursafehaven.org

MAKE A DIFFERENCE THROUGH THE PRACTICE OF LAW

Are you an attorney who wants your legal skills to change lives? Your Safe Haven, Inc. (YSH) is seeking a compassionate, dedicated, and organized Civil Legal Representation (CLR) Staff Attorney to provide trauma-informed, survivor-centered legal representation to survivors of domestic violence and sexual assault in Bedford County.

You will help survivors obtain protection orders, resolve custody and support matters, keep stable housing, and remove the legal barriers that stand between them and safety and financial independence. You will work alongside YSH advocates while exercising independent legal judgment and protecting attorney-client confidentiality.

Why this role

- Hands-on courtroom and client experience across family, housing, benefits, and consumer law
- Work that directly improves safety and stability for survivors in a rural community
- A full-time, 35-hour week with generous paid time off and fully paid employee health coverage

ABOUT YOUR SAFE HAVEN, INC.

Your Safe Haven, Inc. is a nonprofit crime victim resource center serving Bedford County, Pennsylvania. Through advocacy, referrals, safety planning, and related services, YSH supports survivors of domestic violence, sexual assault, and other serious crimes, always respecting their choices, dignity, confidentiality, and individual circumstances.

WHAT YOU WILL DO

Civil legal representation

- Advise and represent survivors in civil legal matters, including:
  - Protection From Abuse (PFA) proceedings
  - Child custody and visitation
  - Child and spousal support

  - Divorce
  - Housing and landlord-tenant matters
  - Public benefits and consumer matters
  - Other civil legal issues affecting safety and economic stability
- Research legal issues and draft pleadings, motions, proposed orders, agreements, and other legal documents.
- Represent clients in court and administrative proceedings.
- Provide survivor-centered legal counseling and safety-informed legal planning.

Case management and confidentiality

- Protect attorney-client privilege and confidentiality, and exercise independent legal judgment within appropriate professional boundaries.
- Follow established intake, referral, case management, file-handling, and data-entry procedures.
- Keep calendars, deadlines, case records, and secure legal files accurate and current.
- With client consent and appropriate ethical safeguards, coordinate with YSH advocates to connect clients with complementary services.
- Provide task direction to a part-time Legal Assistant, as assigned.

Community collaboration and systems advocacy

- Participate in multidisciplinary team initiatives and other systems collaborations.
- Work with courts, law enforcement, prosecutors, attorneys, and community partners to identify and address barriers survivors face in the civil justice system.
- Identify recurring legal and systemic challenges and raise them with supervisory attorneys or resources at the Pennsylvania Coalition Against Domestic Violence (PCADV).
- Build relationships with local attorneys, bar associations, legal services organizations, and law schools to expand pro bono referral options when a conflict of interest or capacity limits prevent direct representation.

Grant compliance and professional development

- Participate in required program monitoring and compliance activities.
- Prepare and submit required reports, documentation, and program data for PCADV, the Pennsylvania Commission on Crime and Delinquency (PCCD), and other funders, consistent with confidentiality and reporting standards.
- Complete Pennsylvania continuing legal education plus at least 10 hours of annual training in trauma-informed legal practice, cultural competence, or other relevant legal topics.

WHAT YOU WILL BRING

Required

- Admission to practice law in Pennsylvania, in good standing.
- Knowledge of civil legal issues affecting survivors of domestic violence and sexual assault.
- Commitment to trauma-informed, survivor-centered legal practice.
- Ability to work within a community-based victim services organization while maintaining independent legal judgment and strict confidentiality.

- Strong organizational, documentation, case management, and file management skills.
- Valid Pennsylvania driver's license and reliable transportation.
- Ability to obtain and maintain required clearances:
  - Pennsylvania Child Abuse History Clearance (Act 33)
  - Pennsylvania State Police Criminal History Check (Act 34)
  - FBI fingerprint-based criminal history check

Preferred

- Familiarity with immigration relief available to survivors, such as VAWA self-petitions and U visas, or the ability to make appropriate referrals and consult PCADV resources.
- Experience in systems advocacy, legal policy, or improving justice-system responses.
- Strong communication and collaboration skills with clients, legal professionals, and community partners.

SCHEDULE AND WORK ENVIRONMENT

This is a full-time, exempt position of 35 hours per week, primarily on-site, Monday through Friday during standard business and court hours. Additional hours may be needed for court deadlines, urgent client safety needs, evening meetings, or organizational priorities; advance notice will be given whenever possible.

COMPENSATION AND BENEFITS

Annual salary: $55,000–$60,000, based on qualifications and experience.

- **Paid time off:** 24 days in the first year of employment
- **Paid holidays:** 10 holidays plus 1 floating holiday each year
- **Health insurance:** 100% employer-paid employee medical, dental, and vision coverage; Employees contribute toward dependent coverage
- **35-hour work week**: Full-time employment at 35 hours per week
- **Retirement:** Employer retirement contribution
- **Insurance:** Employer-paid life, accidental death and dismemberment (AD&D), short-term disability, and long-term disability coverage
- **Mileage:** Reimbursement for approved business travel at the current IRS standard rate
- **Clearance costs:** reimbursed by YSH

We value our employees and offer benefits that support their well-being and work-life balance.

HOW TO APPLY

Email a resume and a cover letter describing your qualifications, legal experience, and interest in serving survivors of domestic violence and sexual assault to rwilliams@yoursafehaven.org. Please include **"CLR Staff Attorney"** in the subject line.

EQUAL EMPLOYMENT OPPORTUNITY

Your Safe Haven, Inc. is an Equal Opportunity Employer committed to diversity, equity, inclusion, and culturally responsive services. We encourage qualified applicants who are passionate about

access to justice and supporting survivors to apply. Applicants who need a reasonable accommodation during the application process may contact us at the email address above.

Join Your Safe Haven and use your legal expertise to help survivors build safer, more stable futures.