Job title	*Staff Attorney*
FLSA Status	*Exempt*
Employment Status	*Full-time*
Reports to	*Supervising Attorney*

Job purpose

Position Goal: Custody Staff Attorney work with trained volunteers to zealously advocate for the best interests of children impacted by custody and child welfare litigation in the Marion County Family Division.

Position Summary: As a member of the GAL/CASA Custody Team, the Staff Attorney will advocate for the best interests of children by providing legal representation for trained GALs in cases in Marion County's Family Division. The Staff Attorney ensures every case on their caseload has a volunteer GAL assigned and then supervises, supports, and advises each volunteer GAL to ensure effective best interest advocacy. Staff attorneys work both collaboratively and independently. Internal collaboration requires working with the custody team, paralegals, and seeking consultation from other Kids' Voice departments when appropriate. Staff attorneys also work independently to manage their own caseload.

Staff attorneys are expected to remain current on Indiana law in both family and juvenile law. In the course of their advocacy for a child's best interests, attorneys must possess initiative in seeking out creative and sound solutions to any issues affecting a child's best interests. Staff attorneys must maintain good standing in the Indiana Bar and any other bars where the attorney may be admitted and must have a strong commitment to the ethical practice of law. They must have strong interpersonal skills, sound judgment, excellent communication skills, and evince a commitment to diversity, inclusion, equity, and justice.

Duties and responsibilities

Key Functions:

1. Zealously advocate for the best interests of children.
2. Manage caseloads that include wide array of legal issues that impact children and families
3. Participate in all stages of litigation, including depositions, settlement conferences, mediation, and any hearings.
4. Draft and file pleadings.
5. Draft and file GAL reports.
6. Maintain relationships with volunteer GALs by providing ongoing support, guidance, and advice during each GAL's investigation.
7. Communicate regularly with GALs, opposing counsel, and the custody team.
8. Assist with training new volunteer GALs.
9. Ensure all records and files are handled in appropriate confidential manner.
10. Properly input case data into our case management system.
11. Consult with other agencies, professionals, and Kids' Voice staff.
12. Assist with grant reporting and funding compliance as needed.

Qualifications

Minimum Qualifications: (1) a J.D. from an accredited institution; (2) bar licensure in Indiana; (3) ability to pass both a state and national background check, as well as any applicable Department of Child Services background checks; (4) demonstrable interest in child advocacy, juvenile law, and family law.

Preferred qualifications: (1) three years or more experience in either family law, juvenile law, or other adjacent child advocacy areas of law; (2) three years or more of trial experience.

Working Conditions

This job operates in a professional office environment, home office, and school setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines. This job is hybrid and could require some evenings and possible weekends.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee may be required to stand, walk, use hands, handle, or feel, reach with hands and arms and may be required to drive.

Direct Reports

None

Salary and Benefits

Salary and Benefits:

- Starting Salary $70,000/annually
- Benefits include, but are not limited to, a generous leave policy, health insurance, life insurance, a 401(k) plan and the camaraderie of a team of committed advocates.

Interested candidates should send their resume to Kathleen Meek, Supervising Attorney, at kmeek@kidsvoicein.org by April 10, 2025.

Kids' Voice of Indiana is an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, gender identity, gender expression, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Kids' Voice makes hiring decisions based solely on qualifications, merit, and business needs at the time.