



Liberty House Job Announcement

Executive/Legal Assistant

Part-time - 20 hours with potential for full-time

Starting at \$15.00 to \$18.00 per hour

Excellent benefits package

About Liberty House

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief since 1999. Our successes lead to vital positive social change and we are looking for a highly organized, energetic, and passionate person to join our team. Visit www.libertyhousecenter.org to learn more about Liberty House.

Executive/Legal Assistant

The Executive/Legal Assistant is responsible for assisting the paralegal with handling requests for patient/client information/records and subpoenas for staff testimony; along with providing coverage for the Executive Coordinator. The ideal candidate will have excellent interpersonal skills, be detail-oriented and able to multitask. Additionally, you will be inspired to learn and grow personally and professionally and be passionate about making a difference in the lives of families and children in our community.

Primary Duties

- Promptly and accurately assist with responding to, and processing, inquiries and requests for patient/client/child abuse investigation records.
- Assist with reviewing and processing subpoenas for staff to provide witness testimony.
- Interact directly with, and provide information to, attorneys, court personnel, multidisciplinary team partners and private individuals through a variety of means.
- Utilize various programs/systems to maintain and monitor child abuse investigations, court cases and records requests.
- Update Liberty House policies and procedures as needed.
- Properly provide records to authorized, and verified, individuals for onsite pickups.
- Staff the front desk in the absence of the Executive Coordinator.
- Schedule appointments for the Chief Executive Officer, as needed.
- Provide administrative support for the multidisciplinary team and Board of Directors.

Requirements

- Experience and/or education in the legal field, specifically with criminal, juvenile, and/or family law proceedings and procedures.
- Experience and/or training working with medical records.
- Proficient computer skills using standard Microsoft applications, e.g., Word, Excel, Outlook.
- Able and willing to work as a team member with Liberty House and its partner agencies
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment

- Interest in Liberty House mission

To Apply:

Please email a cover letter, application, and resume to: HR@libertyhousecenter.org
Attn. Shirlee Sitton.

Open until filled.

Liberty House is an Equal Opportunity Employer.