



## **Liberty House Job Announcement**

Legal Department Team Leader

Full-Time – 40 hours

Compensation: Dependent upon education and experience

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. Liberty House is a Child Advocacy Center and our mission is “excellence in the assessment, treatment and prevention of child abuse, neglect, trauma and grief in order to promote health and hope in children, youth, families and communities.” 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](http://www.libertyhousecenter.org) to learn more about Liberty House.

### **Legal Department Team Leader**

This position has two principal responsibilities: supervising the work of the Legal Department and supporting the CEO in accomplishing major strategic initiatives. This is a management role and this professional serves on the Leadership Team. The professional serving in this position works closely with and is supervised by the CEO. As the Legal Department Team Leader, this individual will oversee the Legal Department in responding to subpoenas, preparing records, and coordinating court testimony for Liberty House personnel; this role requires competence in both civil and criminal law. At the CEO’s direction, this professional may interact with the local multidisciplinary teams (MDTs) of the counties served by Liberty House, will oversee the updating of organizational policies and procedures, and will assist the organization in its efforts to become nationally accredited. This professional must be able to collaborate with and work effectively with families, agency partners, attorneys, courts, the Chief Executive Officer, Legal Department team members and other Liberty House departments in fulfilling the organization’s mission and goals. This role requires a high-energy, highly productive professional with a can-do attitude, excellent writing skills, and a willingness to go above and beyond to help the organization succeed.

### **Primary Duties**

- Oversees the Legal Department in acting as the first point of contact to review all requests for records or information and legal documents received. Must recognize conflicting deadlines and prioritize tasks accordingly and delegate tasks to the Legal Assistant as appropriate.
- Oversees and performs prompt and accurate response to, and processing, inquiries and requests for patient/client/child abuse investigation records.
- Review and process subpoenas requiring staff to testify as witnesses in court.
- Interact directly with, and provide information to, attorneys, court personnel, multidisciplinary team partners and private individuals through a variety of means.
- Properly maintain records and files, and have a thorough knowledge of the content as well as all the various locations where records may be stored.
- Draft and update Liberty House policies and procedures, working closely with the CEO.
- Properly provide records to authorized, and verified, individuals for onsite pickups.

- Conduct legal research, analysis, and writing meant to provide a concise analysis of relevant facts, applicable law, and suggestions for management action.
- Meet weekly with the Chief Executive Officer to provide an overview of how the Legal Department is doing and any issues that have risen and require CEO consideration.
- Establish healthy, professional relationships with colleagues within and outside Liberty House, including multidisciplinary team (MDT) partners in both Marion and Polk Counties.
- Become a subject matter expert on the National Children's Alliance Standards for Accredited Members.
- Monitor and track the Legal Department workload for statistical presentations to the Leadership Team.

## Requirements

- Bachelor's Degree in a related field; Juris Doctor from an accredited law school; active member of the Oregon State Bar.
- At least two years' experience post law school, working in the field of law, specifically with criminal, juvenile, dependency, and/or family law; litigation experience preferred.
- Minimum two years' management/supervision experience.
- Experience and/or training working with electronic health records systems. Experience with NextGen is preferred.
- Proficient computer skills using standard Microsoft applications, e.g., Word, Excel, Outlook.
- Excellent time management and project management capabilities.
- Highly productive; takes initiative; actively seeks to improve procedures and workflow.
- Ability to anticipate needs and develop a plan for meeting them.
- Ability to meet deadlines consistently.
- Able and willing to work successfully 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.
- Commitment to the Liberty House mission.

## To Apply:

Please email a cover letter, application, and resume to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled. Priority reviews begin October 19, 2020.

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.