



## **Liberty House Job Announcement**

Legal Assistant

Part-time – 20-30 hours

Starting at \$15.00 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](http://www.libertyhousecenter.org) to learn more about Liberty House.

### **Legal Assistant**

The Legal Assistant is responsible for assisting the Legal Department Manager with handling requests for patient/client information/records and subpoenas for staff testimony.

### **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.
- Maintain records and files.
- Update Liberty House policies and procedures as needed.
- Properly provide records to authorized, and verified, individuals for onsite pickups.

### **Requirements**

- High school diploma or GED is required. College degree preferred. Experience 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](mailto:HR@libertyhousecenter.org)

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled. Priority reviews begin March 02, 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.