



OFFICE OF RESPONDENT
PARENTS' COUNSEL
Protecting the Fundamental Right to Parent

Non-Classified

EMPLOYMENT OPPORTUNITY

Office of Respondent Parents' Counsel

STAFF ATTORNEY – CASE CONSULTATION DIRECTOR

Job Location: Denver, Colorado

Salary Range: \$9,298 - \$12,878 per month

Release Date: December 1, 2020

Apply By: December 14, 2020, 5:00pm

Employment Type: Full Time

ABOUT THE ORPC

The Office of Respondent Parents' Counsel (ORPC) is an independent agency within the State of Colorado Judicial Branch that is vested with the oversight and administration of legal representation for indigent parents in child welfare cases across Colorado.

Respondent Parents' Counsel (RPC) play a critical role in achieving the best outcomes for children in child welfare cases by protecting the legal and due process rights of parents, presenting balanced information to courts, and promoting the preservation of family relationships. To learn more, visit <https://www.coloradorpc.org/>.

GENERAL STATEMENT OF DUTIES

ORPC Attorneys are required to work as a team to develop systemic policy initiatives and innovative approaches to the representation of respondent parents at both the trial and appellate levels of dependency cases. Attorneys perform a variety of duties including recruitment, hiring, and evaluation of respondent parent attorneys; litigation support and case consultation; development of attorney practice standards; coordination and execution of attorney trainings and resources; and a variety of administrative support functions for the ORPC.

ESSENTIAL JOB FUNCTIONS

The Office of Respondent Parents' Counsel invites qualified applicants to apply for the position of Staff Attorney – Case Consultation Director. The staff attorney:



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- Works with the Deputy and Executive Director to maintain a list of qualified trial counsel available for appointment in dependency cases.
- Supports the ORPC Case Strategy Program, including serving as the lead staff attorney in providing litigation support to contract attorneys and in responding to litigation questions and requests for information.
- Develops and formalizes practice guidelines specific to trial and appellate representation for parents in dependency cases. Works collaboratively with the Executive Director, Deputy Director, ORPC staff attorneys, and RPC trial and appellate attorneys to develop and vet practice guidelines.
- Works collaboratively to develop and advance systemic trial advocacy issues.
- Manages and conducts ORPC court observations for all contract attorneys.
- Supports the ORPC law clerk intern program and works collaboratively with law school clinic programs.
- Monitors changes in case law, rules, regulations, and policies impacting respondent parent representation.
- Recruits Experts and works to develop an expert database.
- Collaborates with the Training Director and the Director of Engagement to train lawyers statewide on litigation and advocacy strategy.
- Attends committee meetings and collaborates with other child welfare stakeholders on matters impacting the ORPC's broader policy goals.
- Uses best judgment and analytical problem-solving and communications skills to identify potential solutions to legal and other problems.
- Helps the ORPC conduct an annual attorney application review and evaluation of ORPC contractors.
- Supports the other ORPC staff with projects and tasks.
- Occasional travel across the state of Colorado and some out of state travel may be required.
- Other duties as assigned.

DISTINGUISHING FACTORS

Preference will be given to applicants with both private practice and government agency experience. The following are additional important qualifications: passion for dependency law and case strategy, significant respondent parents' representation training and knowledge, ability to plan and execute training, and experience coaching and mentoring other attorneys. This position reports directly to the ORPC Deputy Director.

QUALIFICATIONS

This job requires that the applicant be an attorney who is licensed to practice law in Colorado or who can be licensed within six months. Must have at least five years of relevant experience in family defense, child



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welfare law, or a related defense field. Preference will be given to applicants who have a working knowledge of the Colorado Children's Code and Juvenile Rules of Procedure. Must have excellent communication skills.

To perform this job successfully, an individual must be able to perform each of the above essential functions satisfactorily. The requirements listed below are representative of the physical and environmental conditions required of the employee on the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This position is subject to many interruptions and may require handling multiple calls, inquiries, and job priorities at once. The noise level in the work environment is usually moderate.

EEO/AA/ADA EMPLOYER

NOTICE! Each person employed must present identity and employment eligibility verification.

NOTICE! Employees hired after March 1, 1988, must be on the payroll direct deposit program.

NOTICE! Disabled applicants: If you have a mental or physical impairment which limits one of your major life activities (e.g. walking, hearing, seeing, speaking, breathing, or learning) and require special accommodations for testing or interviewing, it is your responsibility to notify the office scheduling the interview or test at least 3 working days before the interview or test date. If you need special accommodations at the work site, you must notify the hiring authority.

NOTICE! All prospective employees of the Colorado Judicial Branch are subject to background investigation prior to hiring.

HOW TO APPLY

Complete the online application at the link below. Please direct application questions to Jena Fleiner, ORPC Office Manager at admin@coloradoorpc.org. Submit a cover letter addressed to ORPC Executive Director Melissa Thompson detailing qualifications and experience for this position, a resume, and a list of three professional references by **5 p.m. on December 14, 2020** by filling out the application at the following link: https://fs7.formsite.com/ORPCColorado/form32/form_login.html

You may submit the required information through the online application only. Late or incomplete applications will not be considered. Please note application materials will not be returned. Successful applicants will be contacted to schedule an interview. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and short-term disability plans and paid leave. Faxed, mailed, or emailed applications will NOT Be Accepted. Be sure to follow the directions to apply.