

PARALEGAL EVALUATION – JUVENILE OFFICE

CASE MANAGEMENT AND EVALUATION

1. Able to identify and summarize interpersonal issues facing clients.
2. Able to identify and summarize legal issues facing clients.
3. Able to assist clients with accessing and coordinating community services and other services that address client's needs.
4. Responds to telephone calls in a timely manner.
5. Prepares status and other reports in a timely manner.
6. Seeks advice and guidance from staff on important issues.

ADVOCACY SKILLS

1. Demonstrates working knowledge of interview techniques.
2. Able to think on his/her feet.
3. Demonstrates working knowledge of the dynamics of family interaction.
4. Effective advocate for clients, especially those in need of special services.

LEGAL KNOWLEDGE

1. Demonstrates considerable knowledge of DCF practices, rules and procedures.
2. Demonstrates considerable knowledge of placement options, therapeutic foster care programs, and in-state and out-of-state residential programs.
3. Demonstrates considerable knowledge of Vermont family law.
4. Demonstrates working knowledge of other applicable state and federal laws.
5. Able to draft legal documents.
6. Able to research, read, and interpret laws, regulations and caselaw, sometimes of considerable complexity.
7. Able to present testimony at legal or administrative hearings.

PROFESSIONALISM

1. Demonstrates professional demeanor.
2. Well-prepared for interviews, meetings, and other appearances.
3. Able to establish and maintain effective working relationships.
4. Performs job functions with tact and discretion.
5. Able to communicate effectively both orally and in writing.
6. Demonstrates paramount concern for the legal rights of clients.
7. Able to work well independently and exercise initiative.