



Allen County Job Descriptions

CHINS (Children in Need of Services) PUBLIC DEFENDER

Department: Public Defender's Office
Classification/Level: Independent Contractor

FLSA Status: Independent Contractor
Date: 11/2018

The CHINS (Children in Need of Services) Public Defender represents indigent parents in the Allen County Superior Court Family Division, in CHINS Cases, as mandated by the U.S. Constitution, the Indiana Constitution and Indiana state law. This position is a contract position.

ESSENTIAL FUNCTIONS:

- Works directly with client and maintains regular contact with clients through correspondence, phone calls, and in person meetings, while upholding ethical duties of loyalty and confidentiality.
- Represents defendant by attending Facilitation and advising client of the benefits, possible outcomes and results of admission or stipulation, versus a Fact-Finding trial.
- Negotiates and works with opposing counsel, Guardian ad Litem, service providers and court personnel to work towards successful resolution of the CHINS case.
- Presents at court on dates when cases are assigned, representing the client while maintaining concern for the best interest of the child and overall permanency.
- Attends family team meetings and service provider meetings to represent the best interest of the client.

REQUIREMENTS:

- Graduation from an ABA accredited school of law
- Valid Indiana license to practice law
- Completed the six hours of training in CHINS/TPR practice in a course approved by the Public Defender Commission
- At least 2 years of progressively responsible experience as an attorney, in litigation, motion practice and defense in civil cases and/or other public defender experience with knowledge of trial procedure and local rules
- Have litigated at least one TPR (Termination of Parental Rights) to completion as lead or co-counsel and/or have more than one year of experience in TPR litigation
- Knowledge and familiarity with local rules and court procedures related to CHINS (Children in Need of Services) cases
- Thorough understanding of the underlying law in Title 31, specifically those sections dealing with CHINS (Children in Need of Services) and primarily found in I.C. 31-34-1-1 et seq.
- Understanding of the unique quality of CHINS law
- Excellent written and communication skills
- Ability to handle multiple priorities and a large volume of work

PERSONAL WORK RELATIONSHIPS:

The CHINS (Children in Need of Services) Public Defender maintains frequent communication with clients, judges, prosecutors, probation, law enforcement, investigators and Public Defender office staff.

WORKING CONDITIONS:

The CHINS (Children in Need of Services) Public Defender performs work in a courtroom and office type setting. Very frequent typing, attention to detail, detailed inspection and transcription/proofreading exists.

SUPERVISION:

None

LICENSING:

Valid Indiana license to practice law

Completed the six hours of training in CHINS (Children in Need of Services)/TPR (Termination of Parental Rights) practice in a course approved by the Public Defender Commission

HOURS:

Hours vary; 37.5 hours

EEO CATEGORY:

8820

WORKERS'S COMP CODE:

0103

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____