

**Rappahannock County Department of Social Services**  
**Solicitation for Legal Services**  
**Date: March 15<sup>th</sup>, 2017**

The Rappahannock County Department of Social Services is a small human services agency located in rural Rappahannock County, Virginia. The agency is in need of an attorney licensed to practice in the Commonwealth of Virginia to provide legal services in cases before the juvenile, circuit and appellate court involving child welfare and adult guardianship. Rappahannock County is an Equal Opportunity Employer (EOE).

Written proposals to include letter of interest and resume will be due by Friday, March 31<sup>st</sup> at 4:00 p.m. EST at the office of Crystal Hale, Director, Rappahannock County Department of Social Services, P.O. Box 87, 354 Gay Street, Washington, VA 22747.

**PURPOSE**

The intent and purpose of this solicitation is to establish an hourly contract with an outstanding attorney or law firm to provide legal representation to the Rappahannock County Department of Social Services (RCDSS). Legal representation will include all aspects of Child Protective Services, Foster Care and Adoption, Adult Protective Services, local and state administrative hearings, and all other legal issues related to social services.

**SCOPE OF SERVICES**

1. Represent RCDSS in any court proceeding arising out of or relating to all petitions involving protective orders, relief of custody, abuse and/or neglect, emergency removal, preliminary removal, foster care plans, Child in Need of Services (CHINS), or Termination of Parental Rights.
2. Represent RCDSS on petitions for appointment of Temporary Guardian(s), or Conservator(s) in APS cases.
3. Assist RCDSS in determining and evaluating available legal options regarding guardianships in cases involving adult persons who are, or may be, incapacitated or incompetent.
4. Assist, counsel and advise RCDSS in any judicial review of plans for foster children.
5. Render legal advice and court representation when necessary regarding compliance with all subpoena duces tecum requesting access to CPS, APS, and Foster Care files or requests for social workers to testify in court to reveal the source of a CPS report or other confidential information.
6. Prepare all appropriate documents for court and all court hearings on behalf of RCDSS.
7. Assist RCDSS in determining and evaluating available options arising in various complex situations.
8. Be available to provide RCDSS with legal assistance, advice and counsel during regular business hours, as well as for emergency situations, as RCDSS may, from time to time, have need of legal assistance, advice, and counsel regarding emergency situations, which arise outside of normal business hours.
9. Provide legal representation to RCDSS on all cases appealed to higher courts.

10. Represent RCDSS in the local and state conference level of administrative appeals.
11. Meet face-to-face with RCDSS personnel as needed with a minimum of at least once per month (other than court appearances).
12. Act as an independent contractor and not as an officer, employee, or agent of RCDSS or Rappahannock County. However, the attorney will uphold the mission, vision and values of RCDSS at all times.
13. Responsible for scheduling court appearances so there is no scheduling conflict. Should an issue arise so that the attorney cannot represent RCDSS in a specific matter, or cannot be present at a specific court appearance, the attorney shall make alternate arrangements satisfactory to the RCDSS Director.
14. Occasional travel to surrounding counties as needed.
15. All other matters as may be required to fulfill the responsibilities and mandates of RCDSS under local, state, and federal law.

#### **MINIMUM QUALIFICATIONS**

1. Must possess a valid driver's license and means to travel to all appointments and court appearances.
2. Must be able to present complex ideas effectively orally and in writing.
3. Must be a graduate of an accredited law school and a member in good standing of the Virginia State Bar with an active license.
4. Applicants may be subject to a Criminal History Background search, Central Registry search, DMV/driving record check, and/or pre-employment drug screen.
  - a. The investigation may include: fingerprint checks (State Police, FBI), local agency checks, employment verification and references, verification of education (relevant to employment), credit checks (relevant to employment) and other checks requested by the hiring authority. All offers are contingent upon satisfactory results of the required checks and screenings.

#### **PREFERRED QUALIFICATIONS**

1. Minimum of five years of experience in the practice of law, particularly in the social services field with an emphasis on juvenile court.
2. Comprehensive knowledge of human services trends and needs in rural Virginia communities.
3. Strong leadership and interpersonal skills.