

New Hampshire Lawyers Assistance Program

EXECUTIVE DIRECTOR

Announcement: The New Hampshire Lawyers Assistance Program seeks a new Executive Director. The right applicant will be self-motivated, independent, and passionate about working with individuals to address substance abuse and mental health issues.

Salary Range: \$60,000.00 – \$80,000.00, including benefits.

Background: The New Hampshire Lawyers Assistance Program (NHLAP) offers help to lawyers, judges and law students troubled by substance abuse problems, stress, depression and other types of disorders, accidents, and illnesses, including aging, that may impair their ability to perform in a competent and professional manner. The New Hampshire Supreme Court created NHLAP for this purpose in 2007. The Director and volunteers of NHLAP know the problems faced by their impaired colleagues and how to help overcome these problems, assisting lawyers, judges, law students, their families and staffs, and they know the importance of protecting the public and the reputation of the bar and judiciary.

Because of the sensitive nature of addiction, psychological problems, and other issues addressed by NHLAP, individuals who may need help are often very reluctant to seek it. Recognizing this concern and to foster early and confidential contact with NHLAP and its volunteers, the Supreme Court of New Hampshire adopted Sup. Ct. Rule 58, establishing the confidential program, and Professional Conduct Rule 37 (1) (e), further protecting confidentiality.

The Director oversees a program providing on-call services and around-the-clock availability 24/7 to answer questions, provide advice and to assist with arrangements for individuals requiring hospitalization, treatment or other assistance, including maintaining and covering their practices. In addition, the Director is regularly involved with firms, families and friends when necessary. As part of NHLAP's responsibilities, the Director is involved in monitoring as may be requested by lawyers, firms, the Attorney Discipline Office, or the Character and Fitness Committee. Education and prevention are also a part of NHLAP, and the Director presents at CLE programs around the state and makes presentations to law schools and other organizations.

NHLAP provides a peer support network, and in when indicated the affected person will be paired with a recovering lawyer or judge in his/her geographical area to provide support by acting as a mentor, guiding him/her into and through the recovery process and assisting him/her in the maintenance of recovery practices.

NHLAP Director Specific Duties:

1. Maintain a comprehensive service organization providing support services to all attorneys licensed in the state and law students/bar applicants needing support and/or treatment for issues impairing the ability to effectively practice law.
2. Provide initial response to helpline calls.
3. Screen and make appropriate referrals.
4. Help lawyers, judges, law firms, law schools, and courts to identify and refer to appropriate resources.
5. Furnish members of the legal community and their families with information regarding resources available to provide counseling and treatment for substance use disorders, mental health disorders, and other disabilities and stressors affecting the ability to practice law, including those available without charge as well as paid services.
6. Establish and maintain cooperative relationships with the New Hampshire Bar Association, the New Hampshire Supreme Court Office of Attorney Discipline, the Professional Conduct, Judicial Conduct, and Character and Fitness Committees, as well as courts, law schools, and other committees that serve either as sources of referral or resources in providing help.
7. Provide monitoring and other services as needed for individual lawyers, judges and law students, bar applicants, law firms, the Supreme Court Office of Attorney Discipline, Professional Conduct Committee, Character and Fitness Committee, and other entities as requested.

8. Develop and present educational programs and develop web resources for the legal community (including law schools) with respect to the sources of potential lawyer impairment, including quality of life issues, as well as treatment and preventative measures.
9. Develop and implement marketing materials and strategies to inform the bar, the courts, law schools, and the families of legal professionals about the types of mental health, substance abuse, and other problems confronting the legal profession, as well as the availability of LAP services.
10. Recruit, select, and train NHLAP volunteers and make web resources available to those volunteers.
11. In appropriate situations, (i.e. where no issue of confidentiality exists), provide information regarding a legal professional's progress or lack of progress in recovery.
12. Other duties as assigned.

QUALIFICATIONS

Education

- Juris Doctorate strongly preferred
- Master's level degree strongly preferred if no J.D., preferably in Human Services field (e.g., Psychology, Social Work, Behavioral Health, etc.).

Desired Background & Experience

- The Director should have sufficient experience and training to enable him/her to identify, screen and refer/assist lawyers, judges, and law students affected by impairment.
- Demonstrate sufficient administrative expertise to competently manage a human services organization.
- Personal or professional experience in the treatment of substance use and/or mental health disorders.
- Strong service orientation. Previous experience in managing volunteer resources.

Knowledge, Skills & Abilities

- Knowledge of intervention techniques.
- Familiarity with motivational interviewing techniques.
- Ability to screen to make appropriate referrals.
- Knowledge of professional assistance programs and case management is desirable.
- Working knowledge of computer software, including Microsoft Word, database management, PowerPoint, e-mail and the Internet.
- Excellent oral and written communication skills.

Physical requirements

- Computer use; vision, dexterity and stamina appropriate to the position.
- Communications – Verbal: Moderate phone usage, frequent presentations. Appropriate contact with the bench and bar.
- Communications – Written: Moderate correspondence; creation of letters; writing of policies; committee meeting minutes; and other memos and materials related to project goals.
- Travel: Valid New Hampshire driver's license (or ability to obtain one if moving to New Hampshire). The position requires considerable travel, mostly by car, with occasional meetings elsewhere in the state or other states.

Personal Characteristics

- High degree of moral character, professionalism and integrity.
- Trustworthiness, especially with confidential data.
- Positive attitude and team orientation.
- Self-starter and self-motivated; willing to innovate.

TO APPLY

Please email a letter of interest and resume electronically to:

Cecie Hartigan, Executive Director of NHLAP
Cecie@NHLAP.org

All applications must be received by April 2, 2021