

**JUDGES AND LAWYERS ASSISTANCE PROGRAM, INC. (JLAP)
EXECUTIVE DIRECTOR JOB DESCRIPTION**

POSITION

Reporting to the JLAP Board of Directors, the Executive Director is responsible for administration and oversight of JLAP services provided to the judges, lawyers and law students of Louisiana. Duties must be performed in accordance with the nonprofit organization's bylaws and articles of incorporation which grant ultimate governance to the Louisiana State Bar Association (LSBA), and in collaboration with the JLAP Clinical Advisory Committee.

RESPONSIBILITIES

The Executive Director shall be responsible for administration of policies established by LSBA, the JLAP Board of Directors and the Clinical Advisory Committee; as well as supervision and management of JLAP's operations in furtherance of its mission. These responsibilities include:

Administrative

- Daily management of, and active involvement with, JLAP's activities and staff, ensuring confidential and high-quality services for the intervention and treatment of behavioral health disorders impacting the legal profession, as well as the promotion of well-being as a means of prevention of these disorders.
- In consultation with the Clinical Advisory Committee, formulate JLAP practices, procedures, and standards for the provision of these services.
- Development of procedures to ensure compliance with LSBA and JLAP Board policies, and the implementation of long-range and strategic planning initiatives.
- Provide quarterly reports to the JLAP Board and LSBA (or as often as is required) as directed and provide a written annual report to the JLAP Board at the conclusion of each fiscal year.
- Oversight of work with the Louisiana Attorney Disciplinary Board and the Office of Disciplinary Counsel on cases involving readmission or reinstatement of lawyers wherein a behavioral health disorder was a causative factor in their misconduct, including the provision of recovery monitoring services.
- Other duties as assigned by the JLAP Board or LSBA.

Financial

- Develop an annual budget for JLAP in coordination with the Board of Directors and submit it for review and approval to LSBA.

- Oversee JLAP's financial activities to ensure that fiscal policies are followed, and accurate accounting procedures are maintained.
- Ensure that a complete record of all financial activities is kept and available for inspection by the JLAP Board and LSBA at all times.
- Engage in fundraising activities to ensure fiscal security of JLAP as may be required by the Board of Directors or LSBA.
- Provide support, if requested, to the Ed Blewer Assistance Foundation, Inc., a 501c3 entity that provides financial assistance to JLAP clients needing behavioral health services who cannot otherwise afford them.

Outreach, Education and Marketing

- Develop and implement an educational and marketing strategy to make lawyers, law students and judges aware of JLAP's confidential services for the treatment and prevention of behavioral health disorders. Make use of social media outlets, when appropriate.
- Collaborate with LSBA's Communications Department to promote awareness of JLAP and its services.
- Engage in public speaking and writing opportunities to promote JLAP and to educate the Bar about identification and treatment of behavioral health disorders, as well as promotion of well-being as a means of prevention.
- Seek out opportunities to collaborate with stakeholders and entities comprising Louisiana's legal profession, such as local and regional bar associations, the courts, law schools, legal employers and bar-related agencies.
- Participate in national organizations dedicated to the prevention and treatment of behavioral health conditions in the legal profession.

Volunteer Engagement

- Ensure recruitment, training and retention of JLAP peer support volunteers and Recovery Monitors
- Promote volunteer engagement through events, such as Camp JLAP and CLE programming, and written communications, such as an e-newsletter.

QUALIFICATIONS

- A licensed lawyer, admitted to the Bar from a state within the U.S. preferred
- Knowledge of substance use and mental health disorders required; a Master's Degree in behavioral health (counseling, psychology, social work) or equivalent experience preferred
- Knowledge of referral and treatment resources in Louisiana preferred

- Strong and demonstrated commitment to ethical communication, transparency, relationship-building and collaboration required
- History of working collaboratively with a wide variety of entities in the legal profession preferred
- Managerial and administrative experience related to professional services; 5 years preferred
- Demonstrated excellence in writing and public speaking
- Proficiency in office software, technology, and online communication
- A valid driver's license, the ability to drive and access to an automobile is required for the position

WORKING CONDITIONS

- Position is managerial, full-time, and exempt in accordance with the Fair Labor Standards Act
- Benefits are provided
- Travel is required; mileage and expenses reimbursed

SALARY/BENEFITS

- Salary range of 85k-105k based on experience
- Excellent healthcare and retirement benefits