West Virginia Judicial & Lawyer Assistance Program

Executive Director Job Posting

The West Virginia Judicial & Lawyer Assistance Program was established by rule of the Supreme Court of Appeals of West Virginia to be dedicated to protecting clients and the public by supporting legal professionals whose health, well-being, or personal challenges may affect their ability to practice safely and effectively. It promotes recovery, provides education to the bench, bar, and public about the causes and solutions for these challenges, and develops preventive programs that help legal professionals maintain their well-being and professional competence.

WVJLAP is administered by an independent Board of Directors, which selects, retains and supervises the WVJLAP Executive Director and staff. WVJLAP seeks a leader to oversee and champion its primary purposes and work to provide a free and confidential assistance program providing consultation, referral, intervention, crisis management, monitoring and peer support for lawyers, judges, bar applicants and law students who are struggling with retirement, stress, anxiety, depression, substance abuse, suicidal ideation or other mental/physical/emotional health issues.

Executive Director Position Overview. The Executive Director serves as the chief administrative officer of the WVJLAP and is responsible for the day-to-day management of the organization. The Executive Director reports to the WVJLAP Board of Directors. A full description of the duties and responsibilities of the Executive Director is outlined in Rule 3 of the Rules of West Virginia Judicial and Lawyer Assistance Program. A copy of the Rules is available on the Court's website: here.

Condensed Key Duties

- Direct all daily operations, staff, and strategic development of the agency.
- Facilitate clinical interventions and assessments for substance use and mental health disorders.
- Develop and manage recovery monitoring contracts and compliance protocols.
- Provide expert testimony and reporting for bar admissions and disciplinary matters.
- Build collaborative relationships with West Virginia Courts, Bar Associations, other agencies, and stakeholders.
- Execute statewide outreach and education for law firms, courts, other legal employers, law schools, and the public.
- Manage a volunteer network of peer monitors and Regional Assistance teams.
- Maintain a network of approved clinical providers specializing in professional recovery.
- Ensure absolute confidentiality of all program records per Court Rules.

- Administer agency finances, 501(c)(3) fundraising, and grant submissions.
- Stay current on best practices via national organizations like the ABA and FSPHP.

Qualifications

- Licensed attorney in good standing with behavioral health care and recovery experience is preferred. Other qualified professionals with comparable experience may be considered.
- Working knowledge of ASAM criteria and specialized clinical guidelines.
- Demonstrated excellence in leadership, writing, and public speaking.
- Impeccable character and integrity
- Willingness and ability to travel and a valid driver's license.

Compensation

The anticipated starting annual salary for this role is $95,000 plus competitive benefits. Factors affecting the starting salary include (but are not limited to) a candidate's skills, education, experience, and other qualifications related to the position.

Applications and Inquiries

Screening of complete applications will begin immediately and continue until the search process is completed. Confidential inquiries, referrals, and CVs with cover letters should be directed to the Search Committee of the Board of Directors of WVJLAP at darco@wvjlap.org.

WVJLAP is an equal opportunity employer.