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**Position**:   Bilingual Legal Advocate

**Compensation**:  $16.41- $18.00 DOE

**Employment Status**:  Part Time (25 hours per week), Hourly, No Benefits

**Reports to**: Crisis Intervention and Response Supervisor

**Job Description**:

The Legal Advocate is a member of the Crisis Response and Intervention team. This position provides advocacy (direct client services), support and crisis intervention to survivors of domestic and sexual violence. The Legal Advocate is also responsible for providing supportive legal services including: assisting victims with completing and filing for Protective Orders and providing Court Accompaniment. **The Legal Advocate is not a lawyer and does not give legal advice.**

**\* \*This is a grant funded position in partnership with the Second Judicial District Court with an anticipated grant end date of June 30, 2020. Although the grant is anticipated to end on that date, sometimes additional funding can be secured to extend the grant beyond the initial end date. \*\***

**The Legal Advocate will be housed at the Protection Order Help Center (POHC) located at 1 South Sierra Street, Reno, NV 89501.**

**Duties and responsibilities**:

**Advocacy Responsibilities**:

* Assist and advocate for victims in filing for protective orders.
* Assist victims with navigating the court system (i.e. assisting in understanding language used in legal documents).
* Accompany victims to court proceedings.
* Provide assistance in filing for crime victim’s compensation and victim impact statements when necessary.
* Provide information and referrals about legal resources.
* Offer survivors emotional support, information about community resources and services (including employment, housing, shelter services, health care, victim compensation, etc.)
* Provide case management and crisis intervention services to shelter residents and transitional housing clients when legal advocacy is needed.

**Outreach Responsibilities:**

* Identify under-served populations of victims and those most likely at risk in the community and explore means to provide information.

**Administrative Responsibilities**:

* Maintain accurate and confidential case files.
* Do statistical data entry, complete routine paperwork and produce small reports. Assists with compiling data and narratives for grant and board reports.
* Attend and participate in staff meetings and trainings as requested.

**Qualifications**:

**Minimum Qualifications:**

* Bachelor’s degree in human services, social work, criminal justice, behavioral sciences or related field.
* Must be Bilingual (English/Spanish)
* Knowledge of the judicial system through prior work within the legal system.
* Pass a Federal & State criminal background check.
* Pass a comprehensive drug screen.
* Provide minimum of three recent professional references that can speak to competency, honesty & reliability.
* Demonstrate passion for helping others (must be evident from previous work and volunteer experience).
* Be able to communicate effectively and professionally, even when under stress.  Both orally and in writing.
* Be computer literate and able to use standard office equipment and software, including copy machines, fax machines, email, MS Office products (Outlook, Word, Excel), shared network drives, etc.
* Possess the ability to manage stress in a crisis environment.
* Possess the ability to set boundaries and maintain ethical relationships.
* Be able to work independently with little supervision.

**Desired Qualifications:**

* **\*\*\*\*\*\*\*\*\*\*\*\*  Master’s Degree Highly Preferred \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***
* In-depth understanding of the dynamics of interpersonal violence.
* Experience with dual-use shelter programs (domestic violence & sexual assault), homeless shelters, substance abuse programs, social services programs.

*Safe Embrace celebrates the diversity in our nation, community and staff.  We will not discriminate because of political or religious affiliation, race, ethnic, or national origin, age, sexual orientation, economic status, education, marital status or other non-merit factors.*

**Application Instructions:**

Only candidates who meet the minimum qualifications will be considered. To apply, please send an updated **resume** with a **cover letter** (which explains your interest in this position and highlights any relevant experience or qualifications) to employment@safeembrace.org. Resumes received without a cover letter will not be considered. Please also attach three professional references; references will only be contact after an interview is conducted.

**Applications received by August 15th will be given preference.**