



POSITION: Legal Advocate

COMPENSATION: \$36,000- \$38,000 DOE

EMPLOYMENT STATUS: Full Time, Hourly, Benefits Package

REPORTS TO: Client Services 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.**

The Legal Advocate works 15 hours at Washoe Legal Services and 25 hours at the Safe Embrace Administrative Office.

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.
- Carry overnight and weekend Emergency Hotline phone on a regular basis and receive on-call reimbursement.
- Transport clients when necessary, and visit high-risk clients placed motels.

Outreach Responsibilities:

- In conjunction with the Crisis Response and Intervention Team, create and implement a community outreach plan for Safe Embrace Events (i.e. Teen Dating Violence, Sexual Assault Awareness, Domestic Violence Awareness).
- Communicate with members of the public and donors about the issues of domestic violence, intimate partner violence, sexual assault, stalking and available services.
- Provide support for outreach services such as networking, lectures, trainings, speaking engagements, and health fairs to increase public education and awareness on the issues of domestic violence, intimate partner violence, sexual assault, stalking and available services.
- 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.
- Answer calls on a multi-line telephone system.
- Do statistical data entry, complete routine paperwork and produce small reports. Assists with compiling data and narratives for grant and board reports.
- Facilities upkeep and maintenance.
- Attend and participate in staff meetings and trainings as requested.

QUALIFICATIONS:

Minimum Qualifications:

- Pass a Federal & State criminal background check.
- Pass a comprehensive drug screen.
- Bachelor's degree in human services, social work, criminal justice, behavioral sciences or related field

- Knowledge of the judicial system through prior work within the legal system.
- Provide minimum of three recent professional references that will vouch for 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.
- Maintain a current and valid driver's license and insurance (100/300), ability to drive a full-size van (9 passenger), and clean driving record.
- Be able to work independently with little supervision, but also interact warmly with a small team of dedicated staff and volunteers in high-stress environment.
- Be able to lift 40 pounds.

Desired Qualifications:

- ***** **Bilingual (English/Spanish) 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 contacted after an interview is conducted.

Applications received by October 16th will be given preference.