



POSITION: Bilingual Legal Advocate

EMPLOYMENT STATUS: Full Time, Hourly, Benefits Package, Non-Exempt

REPORTS TO: Program Manager

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 Protection Order Help Center 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 in 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 training as requested.

QUALIFICATIONS:

Minimum Qualifications:

- Pass a Federal & State criminal background check, including CANS.
- 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 a 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) Required** *****
- 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.

Job Description Acknowledgement Form

I have received, reviewed, and fully understand the job description for this position. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate Supervisor or the Executive Director.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my supervisor.

Employee Name _____ Date _____

Employee Signature _____

Supervisor Name _____ Date _____

Supervisor Signature _____