

## **Position Description**

**Position Title:** Legal Advocate

Full-Time/Non-Exempt

The Legal Advocate provides legal advocacy services for survivors of domestic violence in the community, in emergency housing, and via internal and external referrals. The Legal Advocate is responsible for assisting survivors of domestic violence in accessing the criminal and civil justice systems through individual advocacy and collaboration with community partners. The Legal Advocate is a member of the Direct Services Team and reports to the Legal Program Coordinator.

### **Essential Functions:**

- Provide legal information, advocacy, support, and referrals from the hotline, local police departments, the State's Attorney's Office, and to residents in Steps to End Domestic Violence's emergency housing program
- Communicate with state-based Victim Advocates for coordination of survivor services
- Assist with Temporary Relief from Abuse Order (RFA) requests and with other civil court petitions, such as divorce and parentage actions
- Prepare survivors for Relief from Abuse Order hearings by providing in person information, support, and advocacy on Thursdays at Family Court
- Meet with survivors immediately following Final Relief from Abuse Order hearings to safety plan, review Final Orders, and schedule follow-up services
- Assist with scheduling, advocacy, and resources navigation at weekly Legal Clinics
- Accompany survivors to family and criminal court for hearings
- Maintain complete and accurate service user records, via paper files and through timely and accurate data entry into Osnum data system
- Participate in hotline coverage and shelter support during regular business hours

### **Organizational Responsibilities:**

- Share responsibility for anti-racist, multi-cultural organizational perspective and Steps to End Domestic Violence's social change mission
- Participate in team meetings, all-staff meetings and trainings, and supervision meetings
- Participate in performance evaluations and annual program planning
- Participate in hotline coverage and shelter support
- Participate in and present at agency-wide meetings and events, including the Community Advocate Training as needed

**Supervisory Responsibilities:**

None.

**Working Conditions:**

Primarily working in a combined shelter and office environment during business hours. Regular early evening availability required for weekly Legal Clinic. Position requires meetings (including court) off site and access to reliable transportation is necessary.

**Knowledge, Skills, and Abilities:**

- Direct practice experience in victim services or other social services preferred
- Understanding of the legal system, including relief from abuse order, divorce, and child custody proceedings strongly preferred
- Demonstrated knowledge of community resources
- Skilled in assessment and case-management
- Ability to collaborate effectively with internal and external partners
- Competency regarding working with individuals from diverse backgrounds
- Excellent oral and written communication skills
- Organizational and time management skills
- Ability to work both independently and collaboratively
- Proficiency in Microsoft Office and experience with data entry

At Steps to End Domestic Violence, we recognize the intersection of the impacts of intimate partner violence with racism, transphobia, sexism, ableism, and all other forms of oppression. We celebrate diversity and are committed to creating an inclusive workplace for all. Survivors of domestic violence are strongly encouraged to apply, and lived experience is taken into consideration as a qualification along with work experience.

**This position is paid \$22.00 per hour and is eligible for a generous benefits package, which includes health, dental, vision and life insurance, 403b plan, 24 paid days off, and 12 paid holidays.**