

AWARE LEGAL ADVOCATE

POSITION TITLE: Legal Advocate
FLSA STATUS: Non-exempt
SUPERVISED BY: Counseling and Community Services Manager
SCHEDULE: Part-time or Full-time
SALARY RANGE: \$11.06-\$17.79/hour (\$23,000-\$37,000)

Purpose:

This position is responsible for increasing access to justice, and providing client-centered, non-judgmental, and culturally responsive legal advocacy and support services to adult survivors of domestic and sexual violence and their children.

Key Functions:

- Provide court assistance, resources, and information on protections offered by courts, and criminal and civil justice systems to survivors of domestic and sexual violence.
- Aid in obtaining restraining orders, Personal Protection Orders, or petitions for Show Cause hearings
- Provide court accompaniment and attend legal proceedings with survivors.
- Provide referral to community organization, legal services, social services, or other services to survivors as requested.
- Advocate on behalf of survivors with the prosecutor's office, police, Friend of the Court, victim's rights, and other court personnel.
- Provide information and assistance with filing claims through the Crime Victims Compensation fund.

Qualifications:

- Bachelor of Arts degree human services field preferred; or equivalent combination of training and experience.
- Knowledge of courts, court proceedings, police policy, and legal systems, and how to assist families in navigating these systems.
- Previous experience working in domestic violence and/or sexual assault program, or other human service agency preferred.
- Demonstrated sensitivity to issues related to domestic and sexual violence.
- Demonstrated knowledge of empathy and empowerment-based models of intervention.
- Knowledge of community resources and working knowledge of access points of entry.
- Demonstrated understanding of the importance of confidentiality, and professional boundaries.
- Knowledge of appropriate parenting and discipline techniques a plus.
- Ability to work one on one, and in groups with both adults and children.
- Must be committed to working with individuals and families from diverse cultural and socio-economic backgrounds.
- Must be committed to promoting agency mission and goals.
- Must be committed to creating a positive, productive work environment and to work cooperatively as a team member.
- Must be committed to excellence, be innovative, willing to take risks, and possess excellent problem solving/conflict resolution skills.

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- Strong organizational, and written and oral communication skills.
- Ability/willingness to work a flexible schedule.
- In-depth knowledge and experience with Microsoft Office products, Outlook, Excel and Access a plus.
- Must be 18 years of age or older and have a valid driver's license.

Physical Requirements:

- Able to physically and legally drive and travel throughout Jackson County and the state.
- Able to safely operate office machines, including copier, facsimile, and computer.
- Able to lift and carry 30 lbs.

Printed Employee Name

Employee Signature

Date

Supervisor Signature

Date