

## **Legal Advocate**

### **Summary**

SafeHouse Center seeks a legal advocate to join our response team and legal advocacy program to provide crisis support and advocacy to survivors of sexual and intimate partner violence.

The legal advocate plays a vital role in delivering the support and resources needed primarily to survivors who are navigating the criminal and civil judicial systems.

We are seeking an individual able to provide survivor-centered, empowerment-based support, including crisis intervention, safety planning, emotional understanding and assistance as well as education.

### **Essential Functions and Responsibilities**

- Provide direct crisis support and intervention services to survivors of sexual and intimate partner violence in the form of general advocacy, one-on-one crisis support and group work.
- Provide information on the judicial process, rights and options to survivors who are engaged with the criminal or civil legal system.
- Advocate with and act as a liaison between survivors and the court system, including but not limited to police, probation, prosecutors and judges.
- Assist in the completion, filing and service of Personal Protection Orders.
- Work collaboratively with each survivor to identify their strengths, challenges and goals.
- Provide appropriate referrals and resources and document interactions within designated timeframes.
- Staff the 24 hour on-call response team during business hours, weeknights and weekends as assigned. Arrange for transportation to fulfill on-call responsibilities within specified timeframes. Must be able to respond to area hospitals within 1 hour.
- Assist in the promotion of domestic and sexual violence services through public speaking and tabling engagements.
- Abide by the confidentiality policy at all times including mandated reporting guidelines to DHHS.
- Be cross-trained to assist with other agency duties occasionally to help drive our vision, fulfill our mission and align with our organization's values.
- Assist in the general upkeep and function of the facility.

## **Working Environment and Requirements**

- This position is based primarily on-site at SafeHouse Center in a shared office environment, however, it also includes attending court per the court's schedule.
- Hybrid work availability. Applicants must possess high speed internet connection when working from home.
- Staff may occasionally be required to travel locally and regionally in agency or own vehicle.
- This position requires flexibility in scheduling and job function as some services require 24 hour coverage including during popular holiday times (most notably - but not necessarily limited to - the time around Thanksgiving, Christmas and New Year's).
- This position requires a minimum age of 21, valid driver's license and the ability to obtain vehicle insurance.

## **Qualifications**

- Bachelor's degree or the equivalent of 2 years of professional experience. Lived experience will also be considered on a case-by-case basis for meeting requirements.
- Skilled in interpersonal communication and teamwork.
- Previous experience in crisis management is preferred.
- Previous experience working effectively with people from diverse racial, economic and cultural backgrounds is preferred.
- Fluency in language(s) other than English is desired.

## **Compensation and Benefits**

- \$22.72/hour, 40 hours per week, nonexempt position.
- Generous time off package including paid time off, medical time and 11 paid seasonal holidays.
- 4 weeks paid parental leave after 1 year of full time employment.
- Comprehensive health insurance through Blue Care Network with optional vision and dental insurance. Also option to add dependents and spouse.
- Life insurance.
- Short term and long term disability insurance.
- Retirement plan (Simple IRA) with employer contribution of 2%.
- Certified employer for Federal Public Service Loan Forgiveness program.
- Employee Assistance Program.
- Regularly scheduled individual and group supervision.