

COMMUNITY CRISIS CENTER
Job Description
Legal Advocate

JOB SUMMARY: Provide advocacy, safety planning, information, and supportive services to victims of domestic violence and sexual assault.

JOB DUTIES AND RESPONSIBILITIES:

1. Court advocacy for victims of domestic violence and sexual assault.
2. Prepare proper documentation for services provided.
3. Assist in providing systems advocacy and professional training for staff and community.
4. Be aware and informed of new developments in the fields of domestic violence and advocacy services.
5. Be aware of area advocacy resources for agency clients.
6. Must maintain confidentiality of services.
7. Must share on-call responsibilities with staff and volunteer advocates.
8. Attend staff meetings as designated unless the Executive Director waives this requirement.
9. Assist DSV Advocacy and Prevention Services Program Coordinator in short and long-range program planning.
10. Perform other duties as assigned.

JOB RELATIONSHIPS:

1. Supervised by the DSV Advocacy and Prevention Services Program Coordinator.
2. No supervisory duties.
3. Work with all agency employees, volunteers, and student interns.

ESSENTIAL JOB REQUIREMENTS:

1. Education – minimum of Bachelor’s degree in Social Services, counseling, or related field. Must have basic computer skills.
2. Experience – prefer one-year experience in social service work.

3. Training – upon employment will receive a minimum of (forty) 40 hours of specialized domestic violence training.
4. Technical Skills – must have good verbal and written communication and listening skills including fluency in Spanish; must have knowledge of area domestic violence and sexual assault dynamics, survivor responses, legal remedies and victim directed services; must display empathetic understanding of a diverse population of clients; must be able to prioritize responsibilities.
5. Social Skills – must demonstrate flexibility and a teamwork capacity within the agency; must be able to respond appropriately in emergency situations; must function well independently. Must also demonstrate courtesy and respect towards all fellow employees, interns, volunteers, visitors, and clients.
6. Physical Requirements – must have visual and auditory acuity; must be able to lift up to thirty (30) pounds; must be able to enter information into client files; must be able to answer the phone clearly and provide counseling on the phone.
7. Transportation Requirements – must be willing and able to travel throughout the area; if use a privately-owned vehicle, must provide proof of current automobile insurance coverage and annual renewal documentation thereafter.
8. Attendance – must maintain an acceptable attendance record.

STAFF MEETING REQUIREMENT:

1. General Meeting
2. In-service as applicable
3. Professional Development is encouraged