

HAVEN WOMEN'S CENTER OF STANISLAUS - JOB DESCRIPTION

POSITION: Legal Advocate

SUPERVISED BY: Legal Program Manager

POSITION RESPONSIBILITIES:

Service delivery

- Provide access for clients to the legal system in order to decrease their danger level, with ultimate goal of clients learning to advocate for themselves
- Provide mobile legal services to rural areas of Stanislaus County
- Provide assistance with clients' attorney consultations for complex cases
- Identify client's immediate legal needs for safety and assist with accessing legal system to meet those needs.
- Conduct restraining order clinic as assigned by Legal Program Manager
- Provide all elements of program in timely, empathic, and supportive manner. Program elements include crisis intervention, safety planning, restraining order preparation, advocacy with legal systems
- Provide restraining order assessments, court preparation, safety planning, building skills, and court accompaniments
- If Bi-lingual, translation for clients as needed
- Collaborate with law enforcement and other community organizations
- Model effective Crisis Intervention and Safety Planning skills
- Represent Haven at community meetings and events as needed

General

- Conduct presentations in volunteer training as required
- If applicable, provide legal services to shelter clients
- Advocate for client with other agencies, such as Law enforcement, Child Abduction Unit, District Attorney's office, when such intervention is appropriate
- Other duties as assigned
- Record or document all statistical data as needed

QUALIFICATIONS and SKILLS REQUIRED AT ENTRY:

- Must be proficient in MS Word
- Must have effective verbal and written communication skills
- Must have the ability to provide services to and work with diverse populations
- Must have ability to work independently as well as cooperatively
- Must have a valid driver's license, proof of insurance and reliable transportation between various sites in Stanislaus County

CONDITIONS OF CONTINUED EMPLOYMENT

- Must be able to learn computer program used to prepare legal paperwork
- Display ability to show empathy and possesses verbal and written communication skills sufficient to explaining a complex process to a person in crisis in a way that makes sense.

- Display good time management accountability
- Display high level of attention to detail and punctual work in restraining order preparation
- Display understanding of program purpose and responsibilities within broader scope of agency work
- Consistently perform at satisfactory levels in all program responsibilities listed above
- Satisfactory background investigation
- Completion of Haven Women's Center Advocate Training
- Must develop / display effective crisis intervention skills
- Must be willing to support Haven Women's Center philosophy and develop a feminist understanding of violence against women.
- Must abide by personnel policies and procedures