Position Opening: Legal Advocate
FLSA: Non-Exempt

DAIS is the leading provider of domestic violence intervention and prevention services in Dane County. Founded in 1977, DAIS has grown from its humble beginnings of five volunteers working out of a church basement, to an organization of over 50 full-time staff, numerous part-time staff, and more than 130 volunteers providing comprehensive prevention and intervention programming to thousands of Dane County residents each year. The organization recently experienced substantial growth in programming and the required staff and volunteer corps to support that programming.

DAIS is seeking a Full-time Legal Advocate to join our growing team. The Legal Advocate provides services directly to victims of domestic violence in Dane County and acts as a Service Representative per WI§ 895.45 for victims of domestic violence. The Legal Advocate’s direct service responsibilities include providing support, information, advocacy, and court accompaniment to victims of domestic violence including assistance with restraining orders, civil, criminal, and other court matters, and legal referrals. The Legal Advocate is not a lawyer and does not give legal advice.

A successful candidate will possess a four year college or university degree though relevant work experience may be considered in lieu of a degree. In addition, knowledge of the legal rights of victims and the civil and criminal legal systems is preferred. A successful candidate must have the ability to comprehend and analyze legal information, including statutes, and the ability to explain it in an understandable way to clients, and in addition, must be able to provide accurate and complete information about the extent and nature of available services. Experience working with trauma survivors, experience with crisis intervention, and bilingual abilities preferred.

DAIS is seeking individuals with the following competencies to fill this role:

• Stress Tolerance & Unflappability: Maintains composure in highly stressful or adverse situations.
• Commitment to Quality Service: Builds and maintains client/community satisfaction with the services offered by the organization.
• Communication: Clearly conveys and receives information and ideas through a variety of media in a manner that engages the listener or recipient, helps them to understand and retain the message, and invites responses and feedback. Keeps others informed as appropriate. Demonstrates good written, oral, and listening skills.
• Confidentiality, Integrity, Ethics & Trust: Maintains confidentiality and earns others’ trust and respect through consistent honesty and professionalism in all interactions.
• Professionalism & Personal Boundaries: Conducts oneself within appropriate and expected professional boundaries and policies.
• Interpersonal awareness: Is able to notice, interpret, and anticipate others’ concerns and feelings, and to communicate this awareness empathetically to others.
• Problem Solving Attitude: Approaches situations and challenges in a solution based proactive and effective manner.
• Respectfulness & Relationship Building: Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
• Team Focused & Collaborative: Promotes Cooperation and commitment within a team to achieve goals and objectives.

Benefits include access to purchase full medical and dental coverage, life insurance, short-term disability insurance, long-term disability insurance, and generous leave time.

To apply:
Interested individual applicants only please, DAIS prefers not to be contacted by third party staffing agencies. A complete application, resume and cover letter addressed to Dawn Sharer, Human Resources Manager, are required to be considered for this position.

Incomplete applications, or applications submitted without a cover letter and resume will NOT be considered.

Completed applications may be submitted via email as an attachment to: daisemployment@abuseintervention.org, or by U.S. Mail to DAIS, Attn: Human Resources, 2102 Fordem Ave., Madison, WI 53704.

Application and full job description may be obtained at http://abuseintervention.org/how-to-application/

Applications should be submitted by Thursday, April 14, 2016.

DAIS is an equal opportunity employer.