

Position Opening: Legal Advocate

Full-time, Non-exempt. Hourly pay of \$16/hour, negotiable based upon experience and qualifications.

The Legal Advocate is part of a dedicated team that 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 including assistance with restraining orders, civil, criminal, other court matters, and legal referrals. The Legal Advocate is not a lawyer and does not provide legal advice. This position requires a valid driver's license, satisfactory driving record, proof of vehicle insurance and access to a vehicle during work hours.

•Engages in the provision of direct services to victims of domestic violence

- Provides trauma informed direct services to victims of domestic violence as they navigate legal systems
- Approaches all client situations and emergencies with the goal of maintaining client safety
- Provides information about restraining orders, family court, criminal court, immigration laws and other legal procedures
- Provides assistance with safety planning, problem solving, information and referrals
- Assists clients with court paperwork and accompanies clients to court hearings

•Participates in advocacy, outreach, and organization representation

- Participates in community education efforts as requested
- Provides training on domestic violence issues to professional groups, including law enforcement and other partner agencies.
- Establishes and maintains collaborative relationships with community partners

•Advances the work of the Agency in a manner consistent with Organizational Values

- Ensures required service documentation is maintained in a thorough and timely manner.
- Participates in organization grant and contract reporting as needed.
- Adheres to agency policies and work rules.
- Advances knowledge and attends trainings as assigned.
- Provides cross-departmental/functional support and services as needed.
- Maintains professional boundaries.
- Performs other duties as assigned.

Qualifications:

- A Bachelor's degree is preferred though relevant work experience may be considered in lieu of a degree
- The ability to comprehend and analyze legal information, including statutes, and to communicate this information in an understandable manner to clients is required.
- Knowledge of the legal rights of victims and the civil and criminal legal systems preferred.
- Experience working with victims of trauma is strongly preferred, knowledge of domestic violence issues is strongly preferred
- Experience working with individuals from diverse backgrounds preferred.
- Experience in crisis intervention preferred.
- Authorized to work in the United States without sponsorship.
- Bilingual (Spanish/English) preferred.

To apply:

Interested individual applicants only please; DAIS prefers not to be contacted by third party staffing agencies. The following application materials will be needed for consideration:

- Current resume, cover letter, three professional references.
- A completed Affirmation of Interest/Information (form can be downloaded from the DAIS website).
- Applications will be accepted until the position is filled.

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