

DAIS DOMESTIC ABUSE INTERVENTION SERVICES

Legal Advocate—Bilingual in Spanish

Summary

The Legal Advocate will provide services directly to victims of domestic violence in Dane County. The Legal Advocate will act 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. Services will be provided in both English and Spanish. The Legal Advocate is not a lawyer and does not give legal advice.

Reports To

The position is supervised by the Legal Program Coordinator.

Duties and Responsibilities

Direct Service:

- Work with clients by phone, email, in face-to-face meetings, and in court.
- Provide information about restraining orders, family court, criminal court, immigration laws, and other legal procedures.
- Provide information and referrals about legal resources and other community resources.
- Assist clients in safety planning, identifying options, and problem-solving.
- Provide client-specific advocacy to meet identified client needs, such as contact with other service providers, law enforcement, and others.
- Assist clients in filling out restraining order paperwork, filing, and attending injunction hearings.
- Assist clients in filling out family court paperwork, filing, and attending hearings.
- Accompany clients to other hearings as required.
- Keep supervisor informed of high-risk situations in work with clients.
- Adhere to organization policies and work rules, including confidentiality and code of ethics.
- Maintain professional boundaries with organization clients.
- Cover Injunction Court and Restraining Order Clinic shifts as assigned.
- Cover crisis line back-up shifts as assigned.
- Other duties as assigned.

Advocacy, Outreach, and Organization Representation:

- Provide community education as assigned by supervisor.
- Provide professional training to groups such as law enforcement and other partner agencies as assigned.
- Active participation at community meetings including the Dane County Coordinated Community Response to Domestic Violence Task Force's Victim Outreach Subcommittee.

- Establish and maintain collaborative relationships with community partners.
- Identify, track, and address legal systems issues in community meetings and special projects.
- Other duties as assigned.

Record-Keeping and Other Responsibilities:

- Complete all required service documentation in a thorough and timely manner.
- Participate in organization grant and contract reporting as directed by supervisor.
- Adhere to organization policies and work rules.
- Consult with supervisor in weekly meetings about client concerns, workload management, professional development, and other areas.
- Attend trainings and continuing education activities as assigned.
- Active participation in Legal Advocacy Program meetings about client needs, scheduling, and other team issues.
- Attend organization staff meetings as required.
- Other duties as assigned.

Qualifications

- Fluency in Spanish and English required.
- Four year college or university degree. Relevant experience can be substituted for a degree.
- Knowledge of issues that affect victims of domestic violence and their children.
- Knowledge of the legal rights of victims and the civil and criminal legal systems.
- Ability to work sensitively with traumatized populations and to handle crisis appropriately.
- Demonstrated ability to work with diverse populations.
- Ability to work independently and as a member of a team.
- Effective oral and written communication skills with clients, co-workers, and community partners.
- Excellent organizational skills.
- Leadership and positive representation of the organization in the community.

This position is required to:

- Complete DAIS New Advocate training program as needed.
- Complete and pass a criminal background check.
- Demonstrate knowledge of the legal rights of crime victims and the civil and criminal legal systems. Ability to comprehend and analyze legal information, including statutes, and to explain it in an understandable way to clients.
- Provide accurate and complete information about the extent and nature of available services.
- Keep focus and work effectively in a fast-paced, high-volume, and high-pressure work environment.
- Maintain excellent organizational skills that are essential to manage and access complex, technical legal and community resource information.

This position is FLSA Exempt.