



Serving victims of domestic violence, sexual assault, and child abuse

Position Title: Legal Advocate

Reports to: Associate Director of Advocacy and Community Education

Job Summary:

This position is responsible for the provision of trauma-focused supportive advocacy services including assistance with interactions with the courts, criminal justice professionals, and others within the legal system.

Qualifications:

****Note:** The requirements listed below are the minimum levels of knowledge, skills, and abilities.

Education and Experience:

- Completion of four years of college-level coursework in a related field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.
- Experience with the court system – South Carolina preferred
- Experience working with trauma victims preferred
- Awareness and interest in the impact of domestic violence, sexual assault, and other relevant issues on Safe Passage service population

Licenses/Other Requirements:

- Valid driver's license and access to a vehicle with valid insurance
- Criminal Background History and Child Abuse Clearances
- Bilingual English/Spanish preferred

Physical Requirements:

****Note:** Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.

- Ability to work in a standard office setting and to use standard office equipment, including a computer, and attend meetings at various sites within and away from the agency
- Strength to lift and carry materials weighing up to 25 pounds
- Ability to read printed materials and a computer screen
- Communicate in person and over the telephone.

Competencies at entry:

- Engagement and de-escalation skills
- Teamwork and developing consensus
- Creative and innovative techniques for performing assignments
- Proper English usage, spelling, grammar, and punctuation; Business correspondence formatting
- Time management
- Computer applications related to the work including Microsoft Office Professional Applications
- Standard office administrative practices and procedures, including the use of standard office equipment
- Customer service skills, including dealing effectively with the public, donors, volunteers, and other agency representatives both in person and over the telephone
- Performing basic research and preparing reports and recommendations

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- Organizing own work, coordinating projects, setting priorities, meeting deadlines and following up on assignments with minimum direction
- Using initiative and independent judgment within established policy and procedural guidelines
- Effective communication with co-workers, superiors, the general public, representatives of public and private organizations and others to exchange or convey information

Key Duties:

****Note:** This description in no way states or implies these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and perform other job-related duties/tasks requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities

- Conduct intake assessments with survivors of domestic violence, sexual assault, and child abuse.
- Provide supportive services in a trauma informed manner including but not limited to: crisis intervention through the 24hr crisis hotline, individual or group education, provision of community referrals, and other advocacy services that increase the client's self-sufficiency and stability.
- Assist individuals with the completion of court documents.
- Provide information on various court processes.
- Assist victims and provide support during interactions with the courts, criminal justice professionals, the Crime Victims' Compensation Board, and private attorneys.
- Attend domestic violence court hearings in service area jurisdictions.
- Develop and maintain a working relationship with various legal resources in the community.
- Advocate and collaborate with systems including criminal justice professionals and other social service organizations.
- Act as a legal resource in police and criminal justice professional training and education programs.
- Keep abreast of changes in laws affecting Safe Passage service population.
- Accurately complete and maintain required documentation and case records.
- Attend staff meetings, resident reviews, in-service trainings, and specialized trainings / meetings as assigned.
- Participate in on-call rotation for hospital response.

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