

Job Title: Legal Advocate	Job Code: FAF12	Date: May 2011
Immediate Supervisor: Victim Services Program Coordinator	FLSA: Non-Exempt 40 hours per week	Date Revised:

General Summary:

Responsible for assisting clients with navigation of the legal and judicial system. 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. The Legal Advocate is not a lawyer and does not give legal advice.

Essential Functions:

- Answer crisis line and provide assistance to callers regarding domestic violence, sexual assault, family law, and/or community resources.
- Attend daily charging conferences at the District Attorney's office.
- Provide information about Friends' programming, restraining orders, family court, criminal court, and legal procedures.
- Provide education in 1:1 and group settings about the basic proceedings of criminal, civil and family law in order to assist and support clients as they navigate through the legal system.
- Assist clients in filling out restraining order paperwork, filing, and attending injunction hearings.
- Accompany to hearings as needed or requested.
- Provide services including 1:1 legal information sessions, follow up telephone calls, and referrals to additional community resources.
- Assist clients with safety planning, identifying options, and problem-solving.
- Remains informed about legislation, issues and concerns in the court system.
- Participates in community collaboration and committee work as directed by supervisor.
- Implement and maintain reporting of outcomes for legal program.
- Responsible for following VOCA guidelines, maintaining monthly records, and submitting quarterly reports.
- Maintain accurate program records and statistics in accordance with funding requirements. Provide accurate document of all calls and interactions and enter into the client case management database.
- Provide (2) annual in-service trainings for staff regarding legal issues and changes relating to victims of domestic or sexual violence.
- Serve as a liaison with members of the criminal justice system and Friends' sub-contracted Family Law Attorney.
- Assists with preparation and execution of special projects / events.

Friends of Abused Families, Inc.

Job Description

Qualifications:

- Bachelors degree in a human services related field or criminal justice and/or a combination of relevant education and employment required.
- Knowledge of legal system and the rights of victims in the civil and criminal court procedures.
- Experience with domestic and sexual violence dynamics, crisis intervention, the legal system, and community resources is preferred.
- Experience in establishing collaborative working relationships with the criminal justice system and/or community organizations.
- Excellent communication skills; cultural competence and the ability to interact with diverse populations.
- Organizational skills to manage a variety of diversified tasks in a timely manner.
- Maintains a high degree of professionalism with sound judgment.
- Ability to work well in a team or independent environment.
- Ability to work flexible hours.
- Working knowledge of all Microsoft Office products. Ability to type 40 words per minute.
- Ability to maintain the highest level of confidentiality.
- Valid driver's license and reliable transportation.

Working Conditions:

Normal office environment.

Must be able to lift and carry a minimum of 30 pounds.

Work schedule includes evening hours.

I have read and received a copy of the above job description.

Signature

Date