

If interested, please submit your resume and cover letter to Heather Drees [hdrees@safehavenshelter.org](mailto:hdrees@safehavenshelter.org)



## **Legal Advocate**

*Full time, 35-40 hours/week*

### **Position Summary:**

The Legal Advocate provides advocacy for domestic violence victim/survivors in criminal and civil court proceedings, ongoing advocacy/post-separation support and resource/referrals to appropriate community agencies and Resource Center programming.

### **Essential Functions:**

- ✦ Follow up on arrests/citations/incidents and respond effectively by providing information, referrals, and advocacy services to survivors of domestic violence
- ✦ Initiate contact with victims by phone and in person.
- ✦ Inform individuals of civil and criminal court processes and options for safety.
- ✦ Provide ongoing advocacy during criminal matters and post-conviction
- ✦ Assist individuals in writing orders for protection and domestic related harassment orders. Attend court and advocate with them during the hearing process.
- ✦ Develop safety plans with each survivor we come in contact with whenever possible
- ✦ Communicate/Advocate with the criminal justice system on behalf and with survivor, (police, probation, prosecutor, etc.)
- ✦ Attend criminal court hearings when requested and provide support and advocacy.
- ✦ Assist victims in applying for reparations, restitution and completing victim impact statements
- ✦ Complete hospital visits and provide transportation when needed
- ✦ Provide post separation support and assistance finding necessary resources
- ✦ Keep accurate records on each client served with the Apricot database
- ✦ Document each victim's injuries/evidence when needed
- ✦ Give each client information about available education/support groups and encourage them to attend.
- ✦ General advocacy where needed
- ✦ Advocate for domestic violence victims rights in social institutions and systems
- ✦ Promote Resource Center support services and make direct connections to them.
- ✦ Provide appropriate resources and referrals to each victim/survivor
- ✦ Assist with Resource Center needs wherever needed, including front desk coverage
- ✦ Support Group Facilitation
- ✦ Other duties as assigned

### **Other Responsibilities:**

- ✦ Attend all required meetings and trainings
- ✦ Adhere to agency personnel policies
- ✦ Ability to physically attend to the various needs of the Resource Center.
- ✦ Communicate with Safe Haven Shelter and Resource Center Supervisor and peers on a daily basis

### **Education, Experience and Skills Preferred:**

Knowledge of and/or experience working with people from diverse groups  
Strong Computer skills (word processing, data entry, spread sheets)  
Strong verbal and writing skills, interpersonal skills, organizational skills and problem solving skills  
Ability to be self directed and motivated  
Ability to read, write, speak and understand English fluently  
Understanding of the dynamics of domestic violence

### **Other Requirement:**

Must have a valid driver's license, access to vehicle daily, and agency-required insurance liability limits

Survivors of domestic violence\*, women of color, LGBTQ, and people of other underrepresented subcultures in our community are encouraged to apply!

*\*If you have been a Safe Haven client, we request that you pursue employment with our agency no less than one year after the date of your departure.*

Safe Haven's '**Employment Application**' can be found on our website: [www.safehavenshelter.org](http://www.safehavenshelter.org)

*Safe Haven Shelter and Resource Center does not discriminate on the basis of race, color, creed, national origin, religion, sex, affectional orientation or gender identity, political affiliation, marital status, status with respect to public assistance, disability, or age in the delivery of services or employment practices.*