

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



## Legal Advocate

### 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.
- ✦ Promote and participate in creating an environment of dignity and sense of self-worth for all survivors.
- ✦ 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

## Qualifications & Competencies

### Required Qualifications

- ✦ Lived experience of domestic violence and/or experience living as an unhoused person, or; college experience in Human Service or related field, or; 3 years of experience in human service work.
- ✦ Experience working with people who are:
  - managing crises.
  - from diverse racial, cultural, social, economic and LGBTQ+ backgrounds.
  - experience chronic, persistent mental illness and/or chemical dependency.
- ✦ Demonstrated consistency and dependability in regard to scheduled shifts and/or work hours.
- ✦ Ability to remain awake and alert during scheduled work hours.
- ✦ Exercise computer skills including, but not limited to, word processing, data entry, spreadsheets and email.
- ✦ Strong written, verbal and interpersonal communication skills.
- ✦ Ability to read, write, speak and understand English.
- ✦ Valid driver's license and access to a vehicle daily with insurance minimums of 100,000/300,000/100,000.
- ✦ Ability to pass a background check and Motor Vehicle Records search before hire and annually thereafter.

### Required Competencies

- ✦ Impeccable ability to follow through with assigned, and/or self-directed tasks.
- ✦ Ability to drive a vehicle safely in all conditions and circumstances.
- ✦ Skillful at tolerating and navigating ambiguous situations effectively.
- ✦ Ability to be warm, friendly, positive and approachable.

- 🔥 Value diversity and leverage the benefits of different perspectives.
- 🔥 Ability to physically attend to the various needs of the Resource Center and other facilities when needed

#### **Desired Qualifications**

- 🔥 Bachelor's Degree in Human Service or related field.
- 🔥 Knowledge of Duluth and surrounding area community resources.
- 🔥 Experience in a residential facility setting strongly preferred.
- 🔥 Understanding of trauma-informed care for survivors of domestic violence.
- 🔥 Ability to read, write, speak and understand multiple languages including American Sign Language.

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.*