

**THE WOMEN'S CENTER
JOB DESCRIPTION**

JOB TITLE: Legal Advocate

POSITION: Full -time, M-F 8am -5pm; some evenings and weekends required.

CLASSIFICATION: Exempt

DEPARTMENT: Counseling and Advocacy

REPORTS TO: Director of Counseling & Advocacy

SALARY GRADE/LEVEL/RANGE:

LOCATION: 505 BUILDING/WAUKESHA COUNTY COURTHOUSE

MISSION:

The mission of The Women's Center is to provide safety, shelter and support to empower all impacted by domestic abuse, sexual violence, child abuse and trafficking.

SUMMARY/ OBJECTIVE: The primary responsibility of this position is to advocate for victims of domestic and sexual violence, human trafficking, stalking and child abuse in the civil and criminal justice arena by providing safety planning, information and support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist victims of violence and abuse in completing and filing restraining orders.
- Accompany and advocate with clients throughout court proceedings.
- Inform victims of domestic violence and sexual assault about their rights as the victim of a crime, including completing crime victim compensation applications and registering with VINE.
- Participate in Coordinated Community Response meetings.
- Assist in training sexual assault and/or domestic violence advocates and volunteers.
- Initiate contact with attorneys willing to provide pro bono or reduced fee legal services for victims of domestic and sexual violence.
- Assist with development and presentation of legal workshops.
- Adhere to organizational compliance with all local, state and federal regulatory agencies.
- Assess clients for risk of suicide attempts.
- Ensure the completion of all required paperwork, case notes and monthly statistics in client database.
- Ensure compliance with all safety and work rules and regulations.
- Ensure the maintenance of departmental housekeeping standards.
- Maintain respect and confidentiality of all clients using services.
- Completes other duties as needed and/or requested by supervisor to align with mission and vision of the organization.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS:

- Minimum 3 years of working with survivors of domestic violence, sexual assault/abuse, and child abuse/neglect in a trauma informed way.
- Knowledge of civil court, family Court, and criminal court proceedings
- Understanding of civil and criminal systems
- Excellent communication and public speaking skills, Written and oral – talking and writing effectively in order to convey information appropriately to needs of the audience.
- Proficient with Microsoft Office Suite.
- Excellent organizational skills and attention to detail.
- Sensitivity to issues effecting survivors of interpersonal violence
- Ability and willingness to work both individually and as part of a team with other staff in provision of services to residents.
- Active listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understand written sentences and paragraphs in work related documents.
- Time Management —Manage one's own time and the time of others.
- Service Orientation —Actively look for ways to help people
- Coordination —adjusting actions in relation to others' actions
- Critical Thinking Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making —Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring —Monitor/Assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.

EDUCATION/EXPERIENCE:

- Bachelor's Degree in Social Work, Social or Criminal other related field preferred
- Minimum 3 years of experience in legal advocacy preferred or combination of education and experience

LANGUAGE SKILLS: Ability to read, write and comprehend English. Bilingual Spanish/English preferred.

REASONING ABILITY: Ability to utilize critical thinking- such as using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

CERTIFICATES, LICENSES, REGISTRATIONS: Requires a valid Wisconsin Driver's license and proof of insurance.

OTHER SKILLS AND ABILITIES:

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is a largely sedentary role; however, some filing is required.
- This would require the ability to lift up to 25 pounds.
- Does require some movement up and down stairs.

WORK ENVIRONMENT: The Work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- The employee frequently performs work-related travel.
- Works predominantly indoors, but may need to go between different buildings.
- The noise level in the work environment is usually moderate.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

AAP/EEO: The Women's center is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

This Job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Signatures: