



Legal Advocate

The mission of Project Sanctuary is to prevent domestic violence and sexual assault in Mendocino County through advocacy, crisis response, community collaboration, education, and shelter.

Qualifications:

Education: High School Diploma
Hours: 40 hours per week
Salary: Grade A
Location: Mendocino County (Ukiah or Fort Bragg, CA)

Project Sanctuary is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation.

DEFINITION

Under general supervision, to provide a variety of services to persons who have experienced domestic violence/sexual abuse, serving as their advocate with the legal system; to interview clients assessing needs, facilitating interaction with the courts and community organizations, and making referrals; to accompany clients during court hearings; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this job classification serve as an advocate for persons who have experienced domestic violence/sexual abuse. They facilitate client access to the legal system.

REPORTS TO

Director of Client Services or Director of Coast Services (depending on location)

CLASSIFICATIONS SUPERVISED

Directly Supervises: This is not a supervisory job classification.

Indirectly Supervises: This is not a supervisory job classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES AND RESPONSIBILITIES *(The following is generally representative of the duties and responsibilities of this job classification. It is not a complete description of all possible job assignments, nor is it restrictive as to job assignments and responsibilities which may be required of an incumbent.)*

Performs intake interviews with Project Sanctuary clients and assesses their need for legal services; provides information about custody issues, obtaining a restraining order, and other areas which impact a

client's ability to change their living environment; obtains requisite legal documents and assists clients with completing documents for undertaking legal action; may accompany clients to court hearings and legal proceedings; may assist clients with obtaining formal legal assistance and serve as a liaison with lawyers; provides crisis counseling when required; develops and maintains records related to client advocacy and legal support; attends workshops and training sessions.

TYPICAL PHYSICAL REQUIREMENTS *(These are typical requirements, but the Project Sanctuary will discuss and make reasonable accommodations for job candidates and incumbents with disabilities.)*

Sit for extended periods; frequently stand and walk; stoop, kneel, and crouch to pick up objects; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 40 lbs.; corrected hearing and vision to normal range; use of office equipment including computer, telephone, calculator, copier, and fax.

TYPICAL WORKING CONDITIONS

Work is normally performed in office and/ or court; work is regularly performed with victims of domestic violence and sexual abuse; contact and communications with children, clients, and other staff; exposure to children's diseases; some assignments may involve accompanying victims to various locations in the local community.

DESIRABLE QUALIFICATIONS

Knowledge of:

Legal terminology and documents.

Needs and problems of people who have experienced domestic violence and/or sexual abuse.

Principles of counseling.

Community organizations and sources of assistance for persons needing social services.

Ability to:

Provide advocacy and support services for victims of domestic violence and sexual abuse.

Facilitate client interaction with the legal system.

Analyze and interpret laws, rules, and regulations related to child custody, domestic violence, and sexual abuse.

Provide a variety of counseling to victims of domestic violence and sexual abuse.

Communicate with persons from a variety of socio-economic, cultural, and ethnic backgrounds.

Prepare and maintain clear, accurate, and concise records and reports.

Effectively represent Project Sanctuary in contacts with the court system, service providers, and community organizations.

Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Previous experience in providing client advocacy services is highly desirable.

Special Requirements:

Possession of a valid and appropriate California Driver's License.