



Position: Managing Legal Advocate

Supervisor: Vice President of Prevention and Outreach

Position Description:

This professional provides over-all coordination of PADV's legal advocacy program of their respective location, including daily administrative and programmatic functions and supervision of interns/volunteers. The Managing Legal Advocate is also responsible for providing information and lay assistance regarding legal concerns to clients affected by domestic violence.

Roles and Responsibilities:

- Represents PADV at Task Force, Fatality Review, collaborative meetings and among community partners.
- Researches and builds relationships with services that are specific to the overall needs of DV victims.
- Assesses and communicates trends and needs of the program, including training needs and professional development of respective team.
- Responds to the administrative needs of the legal advocacy program.
- Coordinates the schedule with staff, interns/volunteers to ensure the program is adequately staffed.
- Develops and maintains familiarity of community resources in respective county.
- Provides legal advocacy for clients and assesses their legal needs for service.
- Accompanies clients to court to secure TPO's, attend hearings, and assist survivors at regularly scheduled court sessions.
- Coordinates services for client on legal issues and make necessary referrals.
- Refers appropriately and works cooperatively with criminal justice, legal, medical and mental health professionals and other community agencies who also serve crime survivors.
- Assists clients in developing a plan of action.
- Responds to crisis calls requiring legal support.
- Provides training to professionals in the community on domestic violence.
- Trains and supervises interns/volunteers for supportive legal advocacy roles.
- Provides task supervision for interns/volunteers assigned to the legal advocacy program.
- Fosters and maintains excellent, professional working relations with staff and interns/volunteers and functions as part of a team.
- Collects and summarizes legal advocacy data.
- Maintains client records and monthly statistics.
- Maintains and generates monthly reporting requirements as established for the legal advocacy program.
- Ensures the strategic plan and grant performance outcomes are met through the Apricot database system.
- Participates in supervisory meetings and attends all staff and team meetings.

- Provides professional documentation of services provided, including statistical information and safety planning and maintains case records utilizing CJCC Standards as a primary benchmark in Apricot.
- Commits to the principle of confidentiality as it relates to client information.
- Follows agency/contract/grant/licensing policies and procedures.
- Responds to agency needs as established with the Vice President of Prevention & Outreach in line with program assignments, abilities, and community needs.
- Performs other duties as assigned.

Core Values of Staff

- **Compassion:** We act with compassion toward others and work for the good of others, respecting people as the authors of their own lives.
- **Client-Centered Service:** We work to achieve client satisfaction, both internal and external.
- **Integrity:** We act with integrity that promotes the highest confidence, trust and accountability.
- **Leadership:** We demonstrate leadership in our organization and throughout the communities we serve.
- **Teamwork:** We work as a team, achieving mutual goals and objectives collaboratively and collectively.

Minimum Qualifications:

- Bachelor's Degree required.
- Knowledge of domestic violence and its impact on victims.
- Court and legal experience and knowledge of the legal system as it relates to domestic violence.
- Ability to complete TPO's and assist client through the process.
- Knowledge of community referral sources.
- Knowledge of crisis intervention techniques.
- Experience in a complex human service organization.
- Communicate effectively orally and written.
- Computer and software applications skills.

Employee

Date

VP of Prevention & Outreach

Date

President & CEO

Date