

Job Title: Legal Advocate
Reports To: Director of Legal Services
FLSA Status: Full-time, Non-exempt, Regular
Department: Legal Services
Job Classification: 3 – Direct Service \$26.36/hour starting salary; may increase to \$34.86 over time.

SUMMARY

This position provides advocacy, support, information and technical assistance to victims of intimate partner violence who have or are starting a civil legal case in the Pierce County jurisdiction, including family law cases or domestic violence protection orders. YWCA Pierce County Legal Advocates assist clients to understand and navigate the court system and the local community service system, so clients can advocate for themselves. Advocates do not give legal advice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts first point of contact assessment and completes intakes with new Legal Services clients, including screening for eligibility and to determine legal needs.
- Performs crisis intervention and safety planning for Legal Services clients and legal intake line callers.
- Provides accurate and appropriate information and referrals to Legal Services clients and legal intake line callers, according to their individual needs.
- Assists clients to understand and navigate the local community service system, so clients can access meaningful resources and empowers clients to advocate for themselves.
- Assists in the filing of domestic violence protection orders.
- Assists clients in successfully representing themselves in family law matters and protection order cases by explaining local court rules and procedures, legal rights and options, preparing for hearings, and assisting with legal paperwork.
- Accompanies clients to court and/or clerk's office as needed.
- Collects and enters client demographics, case notes and other required service data in tracking system in an accurate, timely, and consistent manner.
- Maintains legal services case files.
- Ensures that all services adhere to the principles of Advocacy Based Counseling (ABC)
- Ensures confidentiality of all YWCA clients according to applicable law and agency policy.
- May present information to various constituent groups about the legal program, as requested.
- Participates in agency or community work teams, upon request, including committees, task forces, with supervisor approval.
- Actively participates in Legal Services staff meetings and scheduled internal trainings.
- Consistent attendance, punctuality.
- Meets standards of expected program outputs, such as case load and service hours.

This is a general description of the responsibilities of this position; other duties may be assigned or change over time as the program or services warrant.

KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to YWCA vision, mission and values
- Ability to work and communicate effectively with diverse people
- Commitment to providing services through a trauma-informed lens
- Ability to provide excellent customer service
- Proficiency in Microsoft Office Programs
- Ability to explain complex concepts in a simple and straightforward way
- Ability to synthesize disjointed information
- Detail oriented with a high level of accuracy
- Ability to do data entry in an accurate and timely manner

- Ability to work as a member of a team and independently
- Ability to read, analyze, and comprehend legal documents and supporting documentation, technical procedures, or court rules
- Ability to prioritize tasks and manage time

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities

REQUIRED EDUCATION and EXPERIENCE

- Associate degree in Human Services or related field of study; Bachelor's degree preferred
- Minimum of one-year related experience in advocacy, case management, or social service setting including past experience working with survivors of trauma
- Experience living or working in diverse communities; OR
- Equivalent combination of education and experience.

PREFERRED EXPERIENCE

- Experience in family law or civil procedures in Washington

OTHER QUALIFICATIONS

- Acceptable criminal history record
- Must have the ability to transport self from the office (405 Broadway, Tacoma WA) to Pierce County Courthouse (930 Tacoma Ave S, Tacoma WA). If that includes driving own vehicle then must possess valid driver's license and insurance
- Completion of required onboarding and initial training list within first 90 days of employment; completion of other required trainings within timeline specified.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

The work environment is typical of an office setting. The physical demands of the position are typical of an office position: computer work, phone calls, meetings, occasional presentations and occasional travel.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

The noise level in the work environment is usually low to moderate.

Some primary duties of this position take place at the Pierce County Courthouse, located at 930 Tacoma Ave S, Tacoma WA. The courthouse is accessible in accordance with ADA requirements.