

Job Title: Bilingual Legal Advocate
Reports To: Legal Services Program Manager
FLSA Status: Full-time, Non-exempt, Regular
Department: Legal Services
Job Classification: 3 – Direct Service

SUMMARY

The candidate for this position must be fluent in Spanish. This position provides support, advocacy and technical assistance to victims of domestic violence seeking YWCA legal assistance. 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.

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 quality information and referrals to Legal Services clients and legal intake line callers
- Assists clients to understand and navigate the local community service system, so clients can advocate for themselves
- Assists in the filing of 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 data and service data in tracking system accurately and consistently
- Consistently creates relevant case notes for client files
- Maintains legal services case files
- Ensures that all services adhere to the principles of Advocacy Based Counseling (ABC)
- Ensures—without exception—confidentiality of all YWCA clients
- Completes special projects upon request, including group facilitation, training for clients, and outreach presentations
- Participates in agency or community work teams, upon request, including committees, task forces, and event planning
- Actively participates in Legal Services staff meetings and scheduled internal trainings
- Consistent attendance, punctuality

This is a general description of the responsibilities of this position; other duties may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to YWCA vision, mission and values
- Commitment to work effectively with diverse people
- Commitment to work with survivors of trauma, domestic violence, sexual assault, and understands the impacts of trauma
- Ability to provide excellent customer service
- Ability to explain complex concepts in a simple and straightforward way
- Ability to synthesize disjointed information
- Detail oriented with a high level of accuracy
- Proficient in Microsoft Word and Excel
- Ability to do data entry

- 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

- Fluent in Spanish
- High school diploma or GED
- Past experience working with survivors of trauma
- Experience living or working in diverse communities

PREFERRED EXPERIENCE

- Experience in family law or civil procedures in Washington
- One year related experience in case management and/or advocacy based counseling

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 30-hour Domestic Violence Victim Services training within first year of employment

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.