



Legal/Outreach Advocate

Classification: FT Non-Exempt, 35 hrs./wk.

Responsible To: Program Director

Wage: \$14-\$18/hr.

General responsibilities: As a member of the staff team, the Legal/Outreach Advocate is the primary provider of legal advocacy services including intensive, on-going support to survivors as they navigate the civil and criminal justice systems. The Legal/Outreach Advocate is responsible for assisting the Advocacy Systems Coordinator in networking with law enforcement, the courts, and other agencies to enhance system response to victims. Additional responsibilities of this position include assisting the agency Prevention & Education Coordinator in community outreach, prevention and education activities

Legal Advocacy Responsibilities

- Develop and deliver legal advocacy services based on current laws affecting victims and best-practice approaches
- Provide information to staff/clients about criminal justice system, immigration issues, the rights of crime victims, and cultural barriers that affect clients
- Improve system response to survivors through effective collaboration with partners from other systems
- Assist with the County DV Impact Pannell
- Provide direct services to clients including crisis Intervention, advocacy-based counseling, legal and medical advocacy

Outreach, Prevention & Education

- Assist the Prevention & Education Coordinator with School and community presentations
- Facilitate prevention groups
- Assist with community outreach and agency tabling at community events

Other Responsibilities:

- Provide coverage of the 24-hour hotline as specified by the staff rotation schedule and respond, when needed, to the shelter, hospitals, court, or Children’s Advocacy Center anytime during those shifts
- Diligently fill out paperwork on all client and agency services provided and compile reports as requested by supervisors
- Complete 12 hours of SA and 30 hours of DV training each year and submit training records
- Provide presentations on agency services and on issues of DV or SA to community groups
- Assist with and participate in agency events including outreach and educational activities
- Participate in the training/supervision of agency volunteers
- Adhere to scope of work and reporting requirements of the specific grants funding the position
- Perform other duties as assigned

Minimum Qualifications

- Excellent written and verbal communication skills
- BA in social services/related field and 2 years’ experience *or* equivalent of both
- Interest in the civil and legal justice systems
- Successful completion of 42 hours of accredited DV/SA training upon hire
- Ability to represent the agency to the public in a positive and professional manner at all times
- Ability to work collaboratively and effectively with community organizations
- Computer competency
- Successful completion of a criminal background check
- Must have a dependable vehicle, valid WA state driver’s license, and proof of insurance
- Must be willing to follow directions, work independently, and as a team member
- Ability to handle the stress of crisis work and respond to many demands simultaneously
- Must be able to maintain strict confidentiality
- Sensitivity and knowledge of the issues regarding domestic violence and sexual assault
- Ability to work with individuals from diverse economic, cultural, and social backgrounds
- Must believe in an anti-oppression model and be committed to ending violence against women and all forms of violence
- Must be willing/able to take on-call shifts for the 24-hour hotline as part of the staff rotation
- Flexible schedule: must be available some evenings and week-ends as needed for community events

Preferred Qualifications

- Knowledge of public and private resources in Skagit County
- Bilingual in Spanish or Russian
- Experience in civil or criminal justice systems
- Experience in social service field

It is our policy and in accordance with our commitment to eliminate discrimination that Skagit DVSAS provide equal employment opportunities and services to whoever seeks them regardless of race, religion, disability, gender, national origin, sexual orientation, age, ethnicity, income, veteran status, or other identifier.

I have read and understood this job description.

Employee Signature: _____

Date: _____