



## Legal Advocate

Safe Shelter of St Vrain Valley is seeking a Legal Advocate to join our Community Outreach team. We are seeking an individual who is passionate about the prevention of interpersonal and family violence, victim advocacy, and has a strong desire to positively impact the lives of others.

This individual is responsible for providing direct services through crisis intervention and support services, victim advocacy with law enforcement, and legal advocacy to victims of domestic violence. The position also provides training and coordination to staff on victim's rights and compensation and provides training, supervising and coordination of volunteer legal advocates. Finally, the legal advocate coordinates the Expanded Legal Services Program, which provides representation to victims.

We provide opportunities for ongoing professional development and training and the opportunity to improve our community and the lives of individuals affected by domestic violence.

### **Key Responsibilities:**

#### Crisis Intervention and Support Services

- Respond to callers on the 24-hour crisis line, including providing crisis counseling, safety planning and referrals to other agencies, as appropriate
- Provide crisis counseling to emergency walk-in clients
- Follow up with victims who contacted the agency through the crisis line, or who filed a police report, to provide domestic violence information, advocacy and referrals
- Provide emotional support and encouragement, assess needs with clients, and make referrals to appropriate resources and services
- Participate in meetings on client progress; exchange information with other staff, departments, or collateral agencies as appropriate and within confidentiality guidelines

#### Victim Advocacy with Law Enforcement

- Analyze all domestic violence police reports to coordinate appropriate victim services with law enforcement.
- Meet regularly with law enforcement to ensure appropriate response to domestic violence victims by officers/deputies
- Act as intermediary and coordinate arrest information with the client and the DA's office Victim Witness, Police Department Victim Advocates, Probation Victim Advocates, Bond Commissioner, etc.
- Attend Boulder County Domestic Violence Law Enforcement Task Force meetings and/or subcommittee meetings

- Maintain cooperative networking relationships with law enforcement, criminal justice system personnel, bond commissioners, victim witness, and other community partners as required for maximum comprehensive client advocacy.

#### Legal Advocacy

- Assist domestic violence victims with the protection order process, including filling out paper work as necessary and keeping up to date on latest changes or trends related to protection orders
- Provide court-related support for domestic violence victims, including accompanying them to court as necessary
- Provide information and referrals for clients seeking divorce and/or custody

#### Expanded Legal Services Program (ELSP)

- Recruit and screen attorneys who contract with Safe Shelter at reduced fees to represent clients in court cases
- With other advocacy staff, screen clients to ensure appropriateness for ELSP
- Match client to attorneys based on needs
- Ensure proper billing of attorney hours and internal paperwork to make sure attorneys are paid

#### Victim's Rights and Compensation

- Maintain up to date knowledge regarding Victim's Rights and Victim's Compensation
- Monitor victim compensation claim eligibility information and assisting clients in filing requests/reports to enable victims to receive appropriate compensation
- Ensure that staff are trained and updated on victims rights and/or compensation

#### **Qualifications:**

##### **Knowledge of and Experience in:**

- Physical, psychological, and sociological issues involved in domestic violence
- Active listening, crisis intervention, ethical communication and mediation
- Principles, practices, and objectives as related to providing victim services
- Community resources, agencies, and organizations and how they affect or apply to cases
- Windows-based operating systems, Microsoft Office (Word and Excel), email and the Internet

##### **Ability to:**

- Effectively respond to conflict situations and people in conflict
- Effectively observe, assess, and document client behaviors
- Use discretion and independent judgment with limited supervision
- Work with people of diverse social backgrounds and professional rank
- Establish and maintain effective working relationships with Safe Shelter colleagues, representatives of other community organizations, and community citizens
- Follow written and verbal instructions

- Effectively utilize technology, including conduct Internet searches and use email
- Accomplish the assigned workload in a timely manner and meet established performance standards and objectives
- Maintain and protect sensitive and confidential information.

### **Education and Training**

Bachelor's degree in pre-law, psychology, social work, or related field, and two years work experience with victim service programs; will consider an equivalent combination of work or life experience in lieu of formal education.

Bilingual English/Spanish preferred, but not required

### **Licenses/Certificates**

Possession of, or ability to obtain, a valid Colorado Driver's License and proof of insurance.

**Position Status:** Salaried, Non-Exempt, three-quarter time (32 hours); some evening/ weekend work may be required. This position is accountable to and under the direct supervision of the Outreach Program Supervisor. Salary is \$28,000.

To apply, please send cover letter and resume to [jane@safeshelterofstvrain.org](mailto:jane@safeshelterofstvrain.org)

*We Are An Equal Opportunity Employer: It is the policy of Safe Shelter of St Vrain Valley to provide equal opportunity for all qualified persons and we will recruit, hire, train and promote into all job levels the most qualified individuals without regard to race, color, creed, religion, sex, national origin, ancestry, marital status, status with regard to public assistance, disability, age, sexual orientation, or other protected status under any federal, state, or local law.*