

## Legal Advocate

### Organization

The YWCA is the oldest and largest women's organization in the world. Our mission at the YWCA: eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. Since 1913 the YWCA of Spokane has served as a source of strength for women and children in the Spokane community. The YWCA of Spokane's three umbrella programs include the Alternatives to Domestic Violence Program, the Women's Opportunity Center and Children's Services which includes Child Advocacy and the Early Childhood Education and Assistance Program. For more information please visit [www.ywcaspokane.org](http://www.ywcaspokane.org)

### Job Description Summary

Legal Advocates provide support and resources for survivors of domestic violence through a variety of legal processes. This includes assisting victims of domestic violence crimes in criminal cases, assisting victims seeking civil domestic violence protection orders, helping to empower clients with self-advocacy, assisting clients with safety planning, assisting victims in voicing recommendations regarding offender accountability, providing options and resources regarding legal issues and working closely with Family Justice Center Colleagues on systemic responses to domestic violence.

### Responsibilities

- Reviews domestic violence police reports and establishes contact with the victim(s) to check on their status/safety. Educates the victim(s) on the criminal process and the role of the legal criminal advocate.
- Acts as a liaison between the victim(s) in domestic violence criminal cases and the Family Justice Center prosecutors and courts, coordinate interviews, meetings, court appearances and relay victim input.
- Assists clients seeking Orders for Protection and attends court hearings when needed.
- Maintains records (data entry) and statistical information on clients served. Compiles data and complete reports when requested.
- Performs crisis intervention advocacy and social service referrals when necessary, and accompanies Law enforcement with follow-up calls on Lethality Assessment Project survivors.
- Have 24 hour on call duties in a rotation according to the schedule put together by the Associate Director of Legal services.
- Serves as a link between the YWCA and the judicial/legal communities.
- Keeps supervisor informed of any activities or client crisis that is outside of the normal scope of work.
- Answers crisis calls coming into the legal advocate office.
- Maintain paperwork and mail for legal advocate office.
- Presents community education programs as requested by the Associate Director Legal.
- Performs all other duties as assigned by Supervisor.

## **Position Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Education/Experience:***

- Education/Experience: Master's Degree in Social work preferred. Minimum of bachelor degree (B. S.) in social science, criminal justice or related field from four-year college or university. Prior domestic violence and/or criminal justice system experience strongly desired. Survivors of domestic violence are encouraged to apply.
- Language Ability: To perform this job successfully, an individual must have the ability to read and interpret documents such as the employee manual, safety rules, operation and maintenance instructions and other documents as necessary. An individual must also have the ability to write routine reports and general correspondence and must also have the ability to speak effectively before clients, employees of the organization and courts.
- Mathematical Ability: To perform this job successfully, an individual must have the ability to apply concepts of basic mathematics.
- Reasoning Ability: To perform this job successfully, an individual must have the ability to solve practical problems and deal with a variety of variables in situations where only limited information and/or standardization exists. An individual must also have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Computer Skills: To perform this job successfully, an individual should have knowledge of Word Processing software, Spreadsheet software and Internet software.
- Certificates and Licenses: No certifications needed
- Supervisory Responsibilities: This position has no supervisory responsibilities.

## **Hours, Salary, Benefits**

40 hours per week

Starting salary: \$18 per hour based on experience

Paid holidays, personal time off, and health benefits.

Please email resume and cover letter to [crissy@ywcaspokane.org](mailto:crissy@ywcaspokane.org)

No calls please.