

Salary range is clear and depending on skills folks have room to negotiate.



POSITION ANNOUNCEMENT

Instructions are clear. this will provide you with everything you need for the interview.

- Position:** Legal Advocacy Specialist (Bilingual in Spanish and English only)
- Hours:** 35 hours per week
- Shifts:** Tuesday – Friday; first and third Thursday evenings of each month required; occasional weekend work required
- Salary Range:** \$13.75/hour - \$15.48/hour, DOQ
- Benefits:** Medical, dental, and vision insurance; paid holidays, annual and sick leave are provided. Employee Assistance Program provided. Retirement benefits will be available when simple plan qualifications have been met.
- To Apply:** Please e-mail a one-page cover letter addressing how you meet the position qualifications, a current resume, and a list of three professional references to Sandy St. Dennis, Human Resources Director, at sandys@safeplaceolympia.org. Please include the application as an attachment, not as an e-mail text. You may also send your application packet to: SafePlace, 521 Legion Way SE, Olympia, WA 98501, Attn: HRD.
- Applications Due:** **Open until filled.**

"Open until filled" gives you the opportunity to leave the door open until you find the right person.

Key Responsibilities

- ❖ Provide and assist with legal advocacy services to our shelter residents, legal clinic, and court clients.
- ❖ Maintain and assist in the ongoing development of culturally appropriate legal resources.
- ❖ Provide information to clients about safety planning.
- ❖ Provide legal advocacy training for the SafePlace Advocate Core Training.
- ❖ Train and oversee legal advocacy volunteers and/or interns.
- ❖ Attend community services, direct services, and all-staff meetings, as required.
- ❖ Perform duties as described in a culturally responsive manner.
- ❖ Assist the Community Services Program Manager with outreach, as time allows.

This statement opens the door for a diverse pool of candidates.

Minimum Qualifications:

- ❖ High school diploma or general education degree (GED), or equivalent educational background.
- ❖ One year's experience (minimum of 1560 hours) providing crisis intervention and/or sexual and domestic violence advocacy.
- ❖ Bilingual in Spanish and English/bicultural.
- ❖ Knowledge of domestic violence and sexual assault issues and legal protections.
- ❖ Working knowledge of the court system, law enforcement systems, and legal procedures.
- ❖ Basic computer skills, including word processing and knowledge of Internet and e-mail.
- ❖ Experience in prioritization and problem solving.
- ❖ Effective communication skills, both verbal and written.
- ❖ Ability to organize effectively.
- ❖ Experience establishing and maintaining working relationships with coworkers and community organizations.
- ❖ Ability to work independently.
- ❖ Ability to handle stress effectively.
- ❖ Have (or be willing to obtain) a car, current automobile liability insurance and telephone.
- ❖ Commitment to the need for client and agency confidentiality.
- ❖ Agreement with the SafePlace philosophy statement.

You do not have to come with a lot of previous training. Safe Place is offering to provide Core Training.

Preferred Qualifications:

- ❖ Completion of the initial SafePlace Advocate Core Training.

SafePlace is an equal opportunity employer. Our agency is committed to a culturally and ethnically diverse work place.

Folks appreciate knowing exactly what hours, days and times of the week they will work

SafePlace Job Description

Job Title: Legal Advocacy Specialist
Reports to: Community Services Program Manager
FLSA Status: Non-Exempt
Number of Hours/Week: 35 hours per week
Normal Work Schedule: Tuesday through Friday
First and third Thursday evenings each month required. Occasional weekend work required.
Salary Range: Schedule C
Benefits: Medical, dental, and vision insurance; paid holidays, annual and sick leave are provided as per SafePlace personnel policies. Employee Assistance Program provided. Retirement benefits will be available when simple plan qualifications have been met.

SUMMARY

Provide legal advocacy to survivors of sexual and domestic violence, perform crisis intervention and ongoing advocacy in person and on the phone, and provide clients with referrals and other information. Provide trainings for the SafePlace initial Advocate Core Training (ACT). Train and oversee legal advocacy volunteers and/or interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Essential Duties and Responsibilities of this position include the following. Other duties may be assigned.

- A. Provide and assist with the legal advocacy services to our emergency shelter residents, legal clinic, and court clients. Those services include accompaniment during legal proceedings in preparation for courtroom activities, as requested.
 - Provide advocacy and assist clients in gathering information in connection to immigration.
 - Assist clients with anti-harassment, sexual assault and domestic violence protection orders, as requested.
 - Ensure current statistics on clients are maintained and are entered into InfoNet.
 - Maintain networking with the community legal systems.
- B. Maintain and assist in the on-going development of culturally appropriate legal resources.
- C. Provide information to clients about safety planning.
- D. Provide legal advocacy trainings for the SafePlace ACT trainings.
- E. Train and oversee legal advocacy volunteers and/or interns.
- F. Attend community services, direct services, and all-staff meetings, as required.
- G. Perform duties as described in a culturally responsive manner.
- H. Assist the Community Services Program Manager with outreach to organizations (such as churches, Latino-owned businesses, and university and college classes with Latina students) in order to provide educational materials and information about domestic violence, and referrals regarding events and available services, as time allows.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

MINIMUM QUALIFICATIONS

- * High School diploma or general education degree (GED) or equivalent educational background.
- * One year's experience (minimum of 1560 hours) providing crisis intervention and/or sexual and domestic violence advocacy.
- * Bilingual/bicultural in Spanish and English.
- * Demonstrated understanding of sexual and domestic violence issues and legal protections.
- * Working knowledge of the court system, law enforcement systems, and legal procedures.
- * Basic computer skills, including word processing, and knowledge of Internet and e-mail.
- * Experience in prioritization and problem solving.
- * Experience with effective communication, both verbally and in writing.
- * Ability to organize effectively.
- * Experience establishing and maintaining working relationships with co-workers and community organizations.
- * Ability to work independently.
- * Ability to handle stress effectively.
- * Ability to maintain a positive attitude in a crisis intervention work environment.
- * Have (or be willing to obtain) a car, current automobile liability insurance and telephone.
- * Commitment to the need for client and agency confidentiality.
- * Agreement with the SafePlace philosophy statement.

PREFERRED QUALIFICATIONS

- * Completion of the initial SafePlace ACT training.

Safe Place is willing to train. Nice!

EDUCATION and EXPERIENCE

High School diploma or general education degree (GED) required. One year's experience in crisis intervention and/or sexual and domestic violence survivor advocacy. Demonstrated understanding of, and training in, sexual and domestic violence issues. Specific knowledge, experience and abilities acquired must include the following:

1. Ability to organize effectively.
2. Ability to handle detailed work accurately.
3. Ability to prioritize and handle multiple tasks efficiently and effectively.
4. Ability to work independently.
5. Ability to handle stress effectively.

This position already offers an opportunity for leadership.

LEADERSHIP RESPONSIBILITIES

This position requires training and oversight of legal advocacy volunteers and/or interns.

INTERPERSONAL SKILLS

To perform this job successfully, an individual must possess the following Interpersonal Skills:

1. Ability to establish and maintain effective working relationships with supervisor, co-workers and volunteers.
2. Ability to effectively work and communicate as a team member with a diverse staff.
3. Ability to respond to crisis, set limits and maintain healthy boundaries.
4. Ability to resolve conflicts in a fair and respectful manner. Ability to interact in a confidential manner that is sensitive to the needs of agency clients.
5. Ability to maintain a positive attitude in a crisis intervention work environment.

This should be a part of your interview process to pull out the applicants core skills.

VERBAL and WRITTEN SKILLS

To perform this job successfully, an individual must possess the following verbal and written skills:

This should be a part of your interviewing process

1. Ability to read and comprehend written and verbal instructions, memos, training material, and policies and procedures.
2. Ability to write objective entries in client records, meeting minutes, and informational memos and log entries.

REASONING ABILITY

To perform this job successfully, an individual must possess the following reasoning abilities:

1. Ability to identify and solve problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
2. Ability to identify gaps in standardized procedures and formulate proposed solutions.

MATHEMATICAL SKILLS

To perform this job successfully, an individual must possess the following mathematical skills:

1. Ability to accurately add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
2. Ability to perform these operations using units of U.S. currency.

COMPUTER SKILLS

To perform this job successfully, an individual must possess the following computer skills:

1. Basic computer skills and basic word processing, including knowledge of Internet and e-mail.

CERTIFICATES, LICENSES, REGISTRATIONS

1. SafePlace initial ACT training certification.
2. Valid driver’s license and current automobile liability insurance
3. CPR/First aid training certifications, preferred.

This is a must. Ask before hiring.

PHILOSOPHIES

To perform this job successfully, an individual must commit to the following philosophies:

1. Commitment to the SafePlace mission and philosophy.
2. Subscribe to the theory of empowerment of women.

TRAINING REQUIRED

Employee is required to complete the initial SafePlace ACT Training. After completion of first year, employee must attend 20 hours of on-going direct service training a year, which must include 15 hours advocacy-based counseling and 12 hours sexual assault training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Employee Signature

Date