



**Job Title:** Domestic Violence Legal Services Advocate  
**Reports To:** Legal Services Advocate Manager  
**FLSA Status:** Full-time, Non-Exempt

## **SUMMARY**

Provides support, advocacy and technical assistance to victims of domestic violence seeking YWCA legal assistance. Assists clients in navigating the civil and criminal court system. Connects clients to relevant community resources as needed.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conducts intake interviews and needs assessments with victims of domestic violence and assists clients in accessing services related to their needs.
- Performs crisis intervention and on-going safety planning with clients.
- Provides outreach and domestic violence education to community organizations and groups that serve the community.
- Assists clients to understand and navigate the court system and the local community service system, so clients can ultimately advocate for themselves.
- Provides information and support in filing for protection orders.
- Assists clients in representing themselves in family law matters, protection order and criminal cases.
- Accompanies clients to court and/or clerk's office as needed.
- Assists clients in completing Victim Impact Statements and Crime Victim Compensation Forms.
- Collects and enters client data and service data.
- Participates in weekly Legal Services staff meetings and internal trainings and meetings.
- Ensures that all services adhere to the principles of Advocacy Based Counseling (ABC).
- Maintains confidentiality of communication and records in accordance with State and Federal laws.
- This is a general description of the responsibilities for the Legal Advocate position; other duties may be assigned by supervisor as needed.

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## **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work as a member of a team and independently
- Ability to read, analyze, and comprehend simple legal documents and supporting documentation, professional journals, technical procedures, or court regulations
- Ability to manage multiple tasks with very specific deadlines
- Ability to effectively present information and respond to questions from members of the court, law enforcement community, clients, and the general public
- Commitment to YWCA vision, mission and values
- Commitment to work effectively with diverse people

**REQUIRED EDUCATION AND/OR EXPERIENCE**

Bachelor's degree from an accredited four-year college or university; or one to two years related experience in case management and/or training; or equivalent combination of education and experience.

YWCA Advocates must have a minimum of 30 hours initial Domestic Violence Victim Services Training, and a minimum of 30 hours continuing education victim services training, annually.

**PREFERRED EDUCATION and EXPERIENCE**

- Knowledge of legal forms
- Practical experience with rules of civil procedure, family law procedures, and Superior Court processes.
- Past experience working with survivors of trauma

**OTHER QUALIFICATIONS**

- Vehicle, or ability to transport self
- Washington State Driver's License
- Driver's Insurance, per Washington State Law
- Acceptable State Patrol Criminal History Record

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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 individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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