



TESSA JOB DESCRIPTION

JOB TITLE:	Bilingual Confidential Legal Services Advocate
REPORT TO:	Chief of Legal Services
TIME REQUIREMENT:	40 Hours/Week (Non-Exempt)
PAY RATE:	\$21.64/hr

SYNOPSIS: This position provides bilingual (English and Spanish speaking) confidential legal advocacy to victims of domestic violence and/or sexual assault and administrative support to staff attorneys. Advocacy includes, but is not limited to, assisting with legal consultations, legal support planning, coordinating the legal service referral and protective order process, and providing court and community outreach education and support.

RESPONSIBILITIES:

CLIENT SERVICES

- Utilize bilingual skills to assist in providing confidential services to TESSA legal clients;
- Works cooperatively with staff attorneys on providing legal assistance, coordination of legal referrals and legal support planning;
- Serves as the department's central point of contact for coordinating legal assistance for client's seeking general consultations, family law, military, Title IX and protective order legal services;
- Responsible for maintaining client confidentiality as directed by TESSA policies and procedures;
- Responsible for identifying and addressing client legal service gaps in the legal system;
- Assists with community education presentations, training, and outreach as needed;
- Recommend multicultural services, programming, and outreach as appropriate;
- Assist with translating materials from English into Spanish;
- Understand department objectives and how they relate to the goals of the agency;
- Prevent, identify, and remove discriminatory barriers in legal services provided;
- Works with Chief of Legal Services to further develop bilingual legal resources.

RECORD KEEPING

- Responsible for tracking team performance measurements;
- Assists with maintaining client records in a timely and accurate manner;
- Communicates and follows up with clients on necessary information;
- Assist in collecting and entering client statistics for grant reporting.

CULTURAL INCLUSIVITY

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves;



- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity;
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members;

Other

- Commit to TESSA's organizational mission, vision, and operating philosophy;
- Treat clients with respect, dignity, and empathy;
- Attend staff, other relevant meetings, trainings, and in-services;
- Other duties and projects as requested by Chief of Legal Services.

QUALIFICATIONS AND REQUIREMENTS:

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

- Ability to read, write and speak English and Spanish required;
- Knowledge of domestic and sexual violence issues and experience working with DVSA victims required;
- B.A. or B.S. Degree preferred;
- Experience working in a legal office environment preferred;
- Legal education and training preferred but not required;
- Familiarity with the criminal and civil court system desired but not required;
- Relevant experience; equivalent combination of education and/or experience may be considered;
- Excellent organizational, communication, problem solving, and inter-personal skills;
- Attention to detail;
- Displays a positive attitude, works well with others, and accepts direction well;
- Ability to work well under stressful and emotionally-taxing circumstances and engage in effective self care;
- Ability to empathize, encourage and guide;
- Available to work evenings or weekends when if necessary;
- Must be proficient in Microsoft Office and have general computer skills;
- Possess vision and hearing sufficient to work on a computer, on the phone and in person;
- Ability to lift 50lbs, intermittently;
- Valid driver's license and car insurance;
- Must be willing to complete background checks.

**TESSA is an equal opportunity employer.
For Application Instructions Visit:
www.TESSAcs.org/about-tessa/employment**

This job is open until filled.