

**Crisis Center
Legal Advocate
Job Description**

Position Summary: The Legal Advocate is responsible for providing legal support, advocacy, information and referrals to victims of domestic violence who present with legal concerns. This is direct service position, where staff will work at the Douglas County Justice Center, and may include working at other satellite offices in the future. The legal advocate primarily provides services to individuals who reside in the 18th Judicial District and our emergency shelter. Occasionally, the Legal Advocate may assist clients from other counties in the Denver Metro area and/or counties south of Douglas County. This position reports to the Program Manager.

Duties and Responsibilities: Although all areas are addressed, duties may be added or deleted as deemed necessary for the proper functioning of the Crisis Center as decided by the Executive Director. The Legal Advocate Position is a full-time hourly, non-exempt position.

Position Responsibilities:

1. Provide legal advocacy services, information and referrals to domestic violence victims concerning custody, restraining orders, divorce, child support and related topics.
2. Assists individuals in understanding the legal process (Criminal and Civil).
3. Assists victims in accessing and filing legal paperwork.
4. Attends court hearings with clients.
5. Assist in training and supervising of direct service volunteers to help provide legal services.
6. Provides outreach within underserved communities with the goal of developing accessible services.
7. Provides outreach/training for other legal professionals.
8. Documents all client information and contacts within the web-based case management system, maintains complete client files, including standard forms and contact notes.
9. Works with multi-disciplinary team members as part of the Community Advocacy Program Model.
10. Provides on-call coverage for Crisis Line, which will include days during the week, evenings, weekends and/or holidays.
11. Ensures that proper safety precautions and security procedures are followed, including client confidentiality.
12. Completes monthly statistics including services received and referrals made to fulfill grant requirements.
13. Recommends any program development that one sees as needed.
14. Networks with other victim service provider (system/non-system) with the goal of creating seamless services for the client.
15. Attends required staff and team meetings allowing for continued client support.

Job Requirements:

Education: Bachelor's degree in a human service related field (criminal justice) or paralegal degree (civil-plaintiff arena) preferred.

Experience and desired skills:

- Two years of experience working with domestic violence victims.
- Knowledge of the criminal and civil legal systems.
- Bi-lingual, Spanish speaking, preferred.
- Crisis intervention skills
- Comfortable with public speaking. Excellent written, verbal and organization skills.

Conditions of employment:

- Dependable transportation. Must hold a valid Colorado State Driver's License and provide proof of insurance. This position may require use of personal vehicle to transport clients. Must be considered an approved driver by the Crisis Center, and as directed by agency insurance provider.
- Must pass background check, including Colorado Bureau of Investigation (fingerprint), Colorado TRAILS and review of sex offender registries for all states and jurisdictions that one has resided within the last five (5) years.
- Required to be fully vaccinated for COVID-19, unless qualified for exemption for medical or religious reasons.

Salary and Schedule

Salary range \$19.00 - \$20.48 per hour. Salary differential for bilingual, Spanish speaking. Full-time, hourly, non-exempt position. Works schedule is Monday-Friday with on-call responsibilities after normal business hours (holidays and weekends included).

BENEFITS

- Paid time off (4 weeks accrued in first year)
- Seven (7) paid holidays
- Two (2) floating holidays, after 6 months of employment
- \$25,000 Life Insurance, employer paid
- Short and Long Term Disability, employer paid
- Employee Assistance program
- Eligible for medical, dental, vision and other supplemental insurance. Employer pays a portion towards medical insurance. All other insurance premiums are covered by employee.
- 403 (b) retirement plan, employee contribution only

NOTE: This job description is not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework for the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by a person authorized to give instructions or

assignments. All duties and responsibilities are essential functions and requirements to the work of the Crisis Center and are subject to possible modifications to reasonably accommodate individuals with disabilities. Crisis Center is an Equal Opportunity Employer.

Equal Opportunity Employer

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Crisis Center will be based on merit, qualifications, and abilities. The Crisis Center does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, sexual orientation, gender status, military status, age over 40, disability, or any other characteristic protected by law.