



Legal Advocate Job Posting

Job Description:

The Legal Advocate is responsible for providing legal advocacy services to program participants affected by domestic and sexual abuse. The Legal Advocate is responsible for providing services in a manner that builds on the strengths of the participants and their children. The Legal Advocate is not a lawyer and cannot give legal advice. This position reports to the Director of Programs. The starting salary is \$29,000-\$31,500 commensurate with experience and salary history, and a 5% increase in base pay for bi-lingual English/Spanish abilities. Other benefits include health insurance coverage and generous paid time off.

Typical Responsibilities and Duties:

- Provide legal advocacy services to individuals affected by domestic and sexual violence;
- Complete intake and needs assessment of participants seeking general advocacy and community and legal advocacy services;
- Assist with safety planning;
- Facilitate outreach presentations to community members and potential clients on domestic abuse, sexual abuse, legal issues, and safety planning;
- Build relationships and work cooperatively with other agencies that provide legal services to victims of domestic and sexual abuse;
- Establish and maintain office hours for referrals and assistance;
- Work cooperatively with other staff members to help meet program participant basic needs;
- Provide assistance in completing and filing civil court documents;
- Provide support and accompaniment to civil, criminal, and domestic relations courts;
- Be willing and able to travel through Northern Pinal County and Eastern Maricopa County to deliver services;
- Maintain program participant files in accordance with legal and grant, complete all intakes, progress notes, and/or closures during specified time frames;
- Complete and assist in required weekly, monthly, and quarterly reporting as needed;
- Attend all regularly scheduled meetings and trainings as required; and
- Other duties as assigned.

Minimum Education Qualifications:

Hold a bachelors degree in a related area (Social Work, Sociology, Psychology, Women's Studies, Justice Studies, Criminal Justice, Pre-Law, etc) or four (4) years work experience in the field of social sciences, preferably in the area of domestic or sexual abuse. Additional related work experience may substitute for education requirement.

Preferred Qualifications:

Bilingual English/Spanish

Knowledge, Skill and Ability:

- Knowledge of domestic abuse, sexual abuse, social services, community organizations, and the legal system.
- Effective interviewing and crisis counseling skills;
- Ability to remain calm in crisis situations;
- Excellent interpersonal and communication skills;
- Caring, honest, and cooperative nature;
- Supportive, sensitive, and empathetic personality;
- Strong problem solving skills;
- Ability to be flexible;
- Ability to provide responsive services to a diverse population of program participants;
- Maintain a positive attitude;
- Ability to work collaboratively and independently;
- Ability to respect confidentiality of information learned through providing services;
- Consistently represent the mission and philosophy of the agency; and
- Maintain effective and cooperative relationships with community partners, safe home, other employees, and volunteers.

CAAFA is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome applicants from different national origins, religions, ages, & ability status.

To Apply

Email cover letter and resume to the Community Alliance Against Family Abuse Director of Programs at abigailp@caafaaz.org. Position open until filled.