



Position: Legal Advocacy Intern

Intern Supervisor: VP of Prevention and Outreach
Task Supervisor: Managing Legal Advocate

Position Description:

This intern is responsible for providing information and lay assistance regarding legal concerns to clients affected by domestic violence.

Roles and Responsibilities:

1. Collects and summarizes legal advocacy data.
2. Provides legal advocacy for clients.
3. Accompanies clients to court to secure TPO's, attend hearings, and assist women at regularly scheduled court sessions.
4. Assess client legal needs for service.
5. Coordinates services for client on legal issues and make necessary referrals.
6. Assists clients in developing a plan of action.
7. Maintains client records and monthly statistics.
8. Attends all weekly supervision meetings
9. Responds to crisis calls requiring legal support.
10. Fosters and maintains excellent, professional working relations with staff and volunteers and functions as part of a team.
11. Performs other duties as assigned.

Placement Requirements:

- Preferred majors include BSW, MSW, and Criminal Justice.
- Commit to serving two semesters.
- Available during the daytime or regular office hours.
- Demonstrate ability to utilize empowerment model and safety planning.
- Participate in a telephone interview prior to acceptance in program.
- Pass criminal background check.
- Attend PADV's Advocate Training.
- Shadow and train with Legal Advocate.

TO APPLY PLEASE EMAIL YOUR COVER LETTER AND RESUME TO
Melissa.Arthur@PADV.org