



## Position: Legal Advocate

## Supervisor: Vice President of Prevention and Outreach

### Position Description:

This professional is responsible for providing information and advocacy regarding legal concerns for clients affected by intimate partner violence and for overseeing the day-to-day operations of legal advocacy services in Gwinnett County.

### Core Values of Staff

Our work is grounded in our values, which embody the hope that we have for breaking the cycle of intimate partner violence in our society. We live these values in our daily work and foster these values in the community partnerships that are essential to the success of those we serve.

- **Safety** - We ensure the protection and confidentiality of clients, staff, and volunteers.
- **Respect** - We are accountable, engage in clear communication, collaborate, and embrace differences in our work and in our interactions.
- **Equality** - We offer each client the opportunity to reach their defined goals by receiving individualized, person-centered services.

### Roles and Responsibilities:

- In both a virtual and onsite format, assess clients' legal needs and provide legal advocacy for clients both within and outside the court system.
- Both in person and virtually, accompany clients to court to secure TPO's, hearings, and other court sessions
- Assist clients in developing a safety plan and addressing the intimate partner violence they are experiencing.
- Respond to crisis calls requiring legal support.
- Make referrals as necessary to other community agencies.
- Build relationships with court personnel and community organizations.
- Maintain accurate and up to date client records, program service data and statistics as required by PADV and agency funding sources.
- Attend all supervision and monthly staff meetings.
- Work as a positive member of an interdisciplinary team.
- Other duties as assigned.

### Minimum Qualifications:

- Bachelor's Degree required.
- Knowledge of domestic violence and its impact on victims.
- Court, legal experience and knowledge of the legal system as it relates to domestic violence.
- Knowledge of crisis intervention techniques.
- Experience in a complex human service organization.
- Communicate effectively orally and written.
- Computer and software applications skills.