



*New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.*

## **JOB ANNOUNCEMENT**

### **LEGAL ADVOCATE**

**Domestic violence survivors and people of color strongly encouraged to apply**

**RESPONSIBILITIES:** Provides mobile legal advocacy services and referral information for survivors of domestic violence in New Beginnings' Home Safe and Community Advocacy Programs. Serves as a resource for staff on legal issues affecting domestic violence survivors, and represents the agency in relevant community coalitions and meetings.

**REPORTS TO:** Community Advocacy Program Manager

**HOURS:** 36 hours per week, Monday through Friday

**COMPENSATION:** \$21.22 per hour, medical, dental, life and vision benefits; retirement contribution; paid time off and monthly paid training; training allowance. This is a non-exempt position.

#### **RESPONSIBILITIES:**

##### **Supportive Services**

- Works as part of a Legal Advocate team to provide support, advocacy, information and referrals related to the civil and criminal justice legal systems to New Beginnings program participants. Serves as the primary Legal Advocate for New Beginnings' Home Safe Program.
- Maintains strong knowledge of systems and options related to criminal, family and immigration law, and other issues that create obstacles for survivors such as debt and a history of eviction or criminal conviction.
- Provides case consultation to the Home Safe Program, attending participant review and team meetings as appropriate.
- Establishes linkages with victim advocates at local prosecutor's offices, police departments, legal aid agencies and legal practices.
- Provides back-up screening, scheduling and attendance coverage for Family Law and DVPO legal clinics.
- Serves as the primary Address Confidentiality Program enrollment and support Advocate.
- Facilitates legal support groups as assigned.
- Provides court accompaniment to survivors.
- Provides support to callers seeking legal services on the Helpline.

##### **Training**

- Trains key stakeholders on legal barriers faced by survivors.
- Provides training about survivor legal issues to volunteers and staff.

##### **Data Integrity**

- Enters consistently complete, accurate and appropriate participant and service data into the agency database.
- Complete monthly reports to meet contract compliance deadlines.
- Responds to meet data needs identified by the Program Manager or data staff.

##### **Community Networking**

- Maintains extensive knowledge of community and legal resources for the benefit of survivors, sustaining positive working relationships with other agencies.
- Represents the agency at community meetings as assigned, including the Coalition Ending Gender Based Violence Family Law Workgroup and the DVI Regional Task Force.

### **Resource Development**

- Participates in development events and activities as requested by the Program Manager.
- Provides program information and stories as needed by the development team to build donor support and pursue funding opportunities.

### **Team Work and Professional Development**

- Actively contributes to a positive team environment to ensure the collaboration needed for provision of high quality services to survivors.
- Participates in all staff meetings, Home Safe Program team meetings, planning days and agency in-service trainings.
- Attends and documents trainings to ensure compliance with Washington Administrative Code training requirements for domestic violence advocates.

### **QUALIFICATIONS:**

- Commitment to the mission of New Beginnings and to the needs of domestic violence survivors.
- At least two years of experience with providing survivor-centered advocacy related to family law, the criminal justice system, immigration law, protection orders and no contact orders for victims of domestic violence.
- Experience with legal advocacy regarding survivor barriers such as debt, eviction and criminal conviction.
- Current knowledge of domestic violence laws, law enforcement and criminal justice responses, and other legal systems which impact survivors of domestic violence and their children.
- Knowledge of immigration law a plus.
- The interest and skill to conduct research on legal issues experienced by domestic violence survivors.
- Strong attention to detail and ability to meet deadlines.
- Ability to think creatively and communicate effectively both verbally and in writing.
- Demonstrated ability to juggle multiple responsibilities and implement a project to completion.
- Ability to relate to of people with a range of backgrounds, identities, perspectives and communication styles.
- Proficient with Microsoft Office applications.
- Ability to work as part of a team and the ability to be a self-starter.
- Ability to use supervision effectively to gain support and enhance performance.
- Spanish language fluency a plus.
- Possession of a valid Washington State driver's license. Access to reliable personal car a plus.

**Send resume and cover letter detailing experience to [info@newbegin.org](mailto:info@newbegin.org). Open until filled. Additional agency information available at [www.newbegin.org](http://www.newbegin.org).**

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