

# Battered Persons' Advocacy Position Description

**Position:** Lead Legal Advocate

**Status:** Non-exempt, Full-time

**Direct Supervisor:** Executive Director

## Summary:

The Lead Legal Advocate is stationed at the Public Office and is responsible for providing direct client services for victims of domestic needing support and advocacy through the civil court process.

## **Essential Duties/Responsibilities:**

- Assist clients with filing Civil Protective Orders
- Provide peer support, information and referrals, and advocacy to victims of domestic and/or sexual trauma
- Provide safety planning and complete danger assessments with clients
- Support clients through the contestment process, court hearings and other civil proceedings
- Provide assistance with Crime Victims Compensation and Address Confidentiality Program applications
- Networking with other agencies and community partners to improve services to victims of domestic violence and/or sexual trauma
- Coordinate quarterly Family Violence Taskforce meetings
- Maintain client and staff confidentiality
- Train and supervise staff and volunteers on the legal advocacy services team
- Work actively to promote team cohesion and productivity
- Perform assigned duties efficiently and promptly, prioritizing time by given priority of team
- Actively consider costs (time, money and materials) when performing essential duties; consider safety first when advocating for emergency services funds
- Maintain statistics and documentation, specific to legal team, promptly and accurately
- Assist with communication between the District Attorney's office and BPA

## **Other Requirements:**

- Ability and willingness to be on call, work weekends and evenings is required
- Valid drivers license, insurance and access to regular transportation required
- Current criminal background/fingerprint check required
- Other duties may be assigned by Executive Director

Lead Legal Advocate must be capable of and consistently exhibit:

- Being sufficiently self aware of personal issues when interacting with trauma survivors/clients
- Active listening, effective communication skills
- Ability to work independently, self-motivated

- Demonstrate strong organizational skills and attention to detail
- Ability to represent organization in professional manner to clients and community
- Compassion, empathy, understanding, patience when dealing with others; apply trauma-informed principles
- Understand how racism, sexism, classism and other oppressions intersect and are embedded in all institutions and systems. Knowledgeable about how oppression impact survivors
- Show demonstrated ability to interact with people of different cultures
- Demonstrate cultural humility by searching for understanding and taking action toward racial, gender, and class equity
- Assure that all board members, staff, volunteers, clients and community partners' volunteers are treated with respect and dignity regardless of race, ethnic background, gender or socioeconomic background. Understand how racism has played a role in defining what respect and dignity is and use racial equity and multiracial perspectives when teaming with others
- Responsible for contributing to a workplace culture that focuses on the needs of every individual and for each person to achieve his or her full potential, appreciating diverse beliefs, practices and experiences
- Understand of the neurological, biological, psychological, and social effects of trauma and the prevalence of these experiences in a person seeking services.

### **Team Roles**

Primary Team: Legal Advocacy Team

Secondary Team: Emergency Services Team