



## **JOB POSTING**

### **Legal Advocate**

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Would you like to be part of a premier non-profit organization in Snohomish County? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing a wide range of services for victims and facilitating social change. Every day, our staff, volunteers, and Board of Directors work side-by-side to determine how the agency can meet the needs of our clients.

#### **GENERAL SUMMARY:**

The Legal Advocate position provides advocacy services to clients and to residents of DVS's confidential shelter who are victims of domestic violence (DV).

#### **ESSENTIAL DUTIES:**

- Assess survivors' immediate needs related to domestic abuse.
- Aid in development of a safety plan for survivors and their children.
- Assist survivors with or refer them to internal and external resources for appropriate housing, financial assistance, counseling, and more.
- Provide culturally appropriate legal advocacy to survivors of domestic violence, including:
  - Providing information about the legal processes and options available to them through the civil and criminal legal systems
  - Supporting survivors involved in court proceedings
  - Referring to legal aid agencies and /or agencies specializing in family law, protection orders, and immigration
  - Coordinating survivor support services provided through law enforcement, prosecution and the courts
- Provide domestic violence education to survivors and their families, professionals, and community groups.
- Communicate effectively with agency staff to ensure client case management.
- Maintain organized files related to clients and agency. Submit timely reports.
- Facilitate support groups as assigned.
- Work with department new hires and volunteers to assist in their training as directed by department manager.
- Conduct outreach to DSHS, CPS and other community agencies.

*DVS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.*



- Communicate with all staff, clients and community members in a manner that reflects respect and equality among all individuals of diverse cultural, ethnic, faith, mental/physical or sexual orientation backgrounds.
- Conduct all work in a manner consistent with Board and Personnel Policies and Agency Procedures.
- Perform additional duties as assigned.

#### **QUALIFICATIONS AND EXPERIENCE**

- High school diploma or GED, or equivalent educational background.
- At least one (1) year's experience providing advocacy to individuals in a community resource or social services setting
- Understanding of domestic violence issues and victim's needs.
- Knowledge of the legal system (civil and criminal courts, family law, protection orders, etc.) preferred.
- Excellent verbal and written communication skills.
- Demonstrable skills in the areas of communication, organization, and working independently and as part of a team.
- Understanding of burnout and effective stress management.
- Crisis intervention experience preferred.
- Ability to maintain strict confidentiality of client and agency information
- Basic computer skills including Microsoft Office, working knowledge of Internet, e-mail and ability to learn new programs
- Ability to provide culturally appropriate services to people from diverse backgrounds.
- Vehicle with current driver's license, registration, and insurance required.
- Bi-lingual capability preferred
- Public speaking experience a bonus.

#### **PHYSICAL DEMANDS**

To successfully perform the essential duties of this position, an individual must be able to sit at a desk for four or more hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice, and visit community partners. Regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws.

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This is a full time, hourly position reporting to the Legal Advocacy Manager. The typical schedule may vary slightly, but is typically Monday through Friday, 8:30am to 5:00pm. DVS provides a comprehensive salary and benefits package that includes health insurance, long term disability, and generous paid vacation and sick leave.

To be considered for the position, candidates should go to our website: <https://dvs-snoco.org/who-we-are-employment/>

Review the Mission, Vision, Values statement\*, submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations to:

Domestic Violence Services of Snohomish County  
P.O. Box 7  
Everett, WA 98206

Fax 425-258-5976

or email at: [admoffice@dvs-snoco.org](mailto:admoffice@dvs-snoco.org)

Only candidates that meet the posted qualifications will be contacted by our recruiter.

\*<http://dvs-snoco.org/wp-content/uploads/2017/08/Vision-Mission-Values.pdf>

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