



## **Job Posting Legal Advocate**

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*Would you like to be part of a premier nonprofit in Snohomish County dedicated to ending domestic violence and intimate partner violence for individuals and families? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing diverse and equitable services for individuals impacted by Intimate Partner Violence (IPV), including their children, and by facilitating social change. Our vision is to create an environment, which is safe, responsive and supportive of individuals and/or families impacted by IPV. DVS is dedicated to fostering individual dignity, respect, hope and self-determination.*

### **General Summary**

The Legal Advocate position provides legal advocacy services to 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 family 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.
- Facilitate support groups as assigned.
- Conduct outreach to DSHS, CPS and other community agencies.
- Participate in local efforts to improve the community's response to domestic violence.
- Communicate with clients, staff and the public in a manner that reflects respect and equality.
- Maintain organized files as part of ongoing case management.
- 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.
- Attend and participate in program, department and agency meetings and relevant trainings.
- Perform additional duties as assigned.



### **Minimum Qualifications**

- High school diploma or GED, or equivalent educational background.
- Understanding of domestic violence issues from an advocacy perspective.
- Ability to manage a case-load.
- Education about and/or working with law enforcement and legal system preferred.
- Public speaking and training experience preferred.
- Bi-lingual capability preferred.

### **Knowledge, Skills & Abilities**

- Commitment to the agency's mission, vision and values.
- Ability to work a typical schedule in the office, Monday to Friday, 40 hours per week, but periodically work a varied schedule with some evening and weekends as required.
- Ability to make decisions and exercise sound judgement.
- Excellent networking skills and ability to present a professional appearance when representing the agency.
- Demonstrate skills in written and verbal communication.
- Experience in organization, prioritize and problem solving with ability to handle multiple priorities in a timely and efficient manner.
- Ability to maintain strict confidentiality of client and agency information.
- Ability to work as a member of a team as well as independently.
- Computer skills: Microsoft Office, Word, Excel, Outlook, Publisher and Power Point, etc.
- Ability to provide culturally appropriate services to people from diverse backgrounds.
- Vehicle with current driver's license, registration and insurance required.
- No disqualifying criminal history or sex offender convictions (WSP WATCH & DOJ Sex Offender Registry).

### **Position Specifics**

This is a full-time hourly position reporting to the Legal Advocate Manager. The typical schedule is Monday through Friday. DVS provides a comprehensive salary and benefits package that includes health insurance, dental, long-term disability, and generous paid vacation and sick leave. Hybrid options available at an agreed upon timeframe.

### **Salary**

Salary Range: \$39,270 – \$45,525 based on background and experience.

### **To Apply**

To be considered for the position, candidates should submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations.



**By Mail**

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**By Email**

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*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.*