

Civil Legal Advocate

Position Description

This position focuses on ensuring that survivors of domestic violence and sexual assault receive civil legal advocacy services, which includes understanding legal procedures, assisting clients in obtaining appropriate forms and filling out paperwork, attending civil hearings, and preparing clients for court appearances. This person also coordinates legal advocacy volunteers to leverage DVSAS services.

Responsibilities

The duties of this position include and are not limited to the following:

- Provide assistance with protection order requests and other pro se civil proceedings
- Provide information and understanding to clients regarding the family law systems
- Assist clients in obtaining legal representation and guidance as needed
- Coordinating volunteers to provide support at protection order court hearings
- Provide guidance to staff and volunteers on helping clients with various civil legal processes
- Providing advocacy based counseling to walk-in client and helpline callers as needed during regular business hours, primarily at the Downtown Support Center
- Providing after-hours helpline coverage with other program staff on a rotation
- Maintaining professional and positive relationships with other legal service providers and systems, and ensuring that all program staff, interns, and volunteers are kept current on county-wide community resources
- Maintaining accurate and up-to-date record-keeping for all client services
- Maintaining accurate records of court outcomes and indicators
- Assisting with training potential volunteers in coordination with other training staff, presenting training sessions as assigned with a focus on legal advocacy



**Domestic Violence and
Sexual Assault Services**
ending violence, transforming lives

1407 Commercial St.
Bellingham, WA 98225
www.dvsas.org

24 hour helpline: 360.715.1563
toll-free: 877.715.1563
*accepts 711 and other relay calls
Se habla español.*

Civil Legal Advocate

Qualifications & Requirements

- BA or BS Degree in related field and two years relevant work experience.
- Completion of (or willingness to complete) 42 hour advocacy counselor training or equivalent
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relations with staff and associates.
- Understanding of domestic violence and sexual assault and a strong desire to work with survivors.
- Experience and knowledge in local community service agencies and legal resources
- Access to reliable transportation
- Competence in basic office management, record keeping, and computer skills
- Positive, problem solving attitude with a willingness to provide and seek guidance from team members
- Commitment to respecting individual differences and serving diverse population.
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- Passion for ending gender-based violence.
- Individuals with additional language fluency in Russian, Spanish or sign language are preferred and will receive a 5% salary range premium after a successful probationary period.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.

DVSAS Mission

The Mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

Pay Range

This is a non-exempt position that pays \$35,000—\$45,000 per year. Starting salary is generally offered within the beginning third of the pay range.

Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

How to Apply

Submit a resume, cover letter, and application (found at DVSAS.org) to Mhoglund@dvsas.org.



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