



JOB ANNOUNCEMENT – ADVOCATE

AGENCY OVERVIEW:

Apna Ghar provides critical, comprehensive, culturally competent services, and conducts advocacy across communities to end gender violence. Apna Ghar empowers survivors to be self-sufficient through comprehensive, culturally competent programs and services including housing, advocacy, counseling and case management. In addition, we conduct outreach, institutional and policy advocacy to improve overall conditions for the survivors we serve.

Visit www.apnaghar.org and follow us on social media @ApnaGharInc

POSITION SUMMARY:

The advocate provides information, education, advocacy and support on all relevant legal issues to survivors (adult and child) of gender-based violence including family violence, sexual assault, human trafficking and other crimes. Candidate must be outgoing, empathetic, a good listener, a creative problem solver and an effective advocate for survivors of gender violence. This is a full time, exempt position.

RESPONSIBILITIES INCLUDE:

- Maintain an appropriate case load of individual clients; and provide group services and childcare support as needed
- Assist service seekers by answering the crisis line and completing intake to assess the needs of clients, provide options, and develop actionable and impactful service plans
- Provide information to clients on the rights and protections available to them under state and federal law, and help them access available remedies via attorneys and legal services providers
- Provide emotional support, resources and useful internal and external connections to clients
- Provide legal referrals, help clients find legal representation, and help them file police reports and gather documents and evidence under the advice of legal counsel
- Arrange for interpretation services for legal appointments, court dates, and whenever necessary
- Accompany clients to court, and attorney appointments, and ensure a productive and collaborative relationship with the legal system
- Ensure that there is thorough and complete follow up and care provided throughout the duration of client's legal cases
- Build relationships with community organizations, attorneys, and law enforcement agencies that provide services beneficial to Apna Ghar clients
- Conducts effective outreach to discuss Apna Ghar services to the broader community of service providers and policy makers alike
- Create, maintain and update resources to ensure client and program success
- Conduct outreach to ensure appropriate quantity of legal services while ensuring high-quality and effectiveness of the overall program
- Effectively use data and case management tools that are currently available



- Maintain file-keeping, data entry, analysis, and reporting along with other administrative tasks
- Prepare weekly and monthly reports, and contribute to any other reporting processes, as needed
- Ensure all protocols and performance standards are actively integrated into direct service implementation, and services are standardized and consistent at all times
- Demonstrate cultural humility by understanding the intersectionality of race, gender and class, and use this approach in providing services, conducting advocacy and outreach
- Maintain confidentiality of written and verbal records and information

Other responsibilities as assigned.

PREFERRED QUALIFICATIONS

- Bachelor's degree in social sciences, social work, psychology or related fields or higher; or an equivalent mix of experience and education
- At least 3 years of overall work experience in direct services including internships
- 40-Hour Domestic Violence certification and foundational understanding of gender violence, gender issues, and cultural competency
- Experience working with diverse populations in culturally competent settings
- Excellent interpersonal and intercultural communication skills; excellent oral communication skills and ability to participate in public events and group settings; excellent conflict management and conflict resolution skills
- Excellent organizational, analytical and problem-solving skills
- Excellent collaboration, teamwork and teambuilding skills
- Fluency in a second language preferred
- Willingness to accompany clients by public or private transport

APPLICATION PROCESS

Submit resume and cover letter to employment@apnagar.org with "Legal Advocate" in subject line. No phone calls, please.