



JOB DESCRIPTION - LEGAL ADVOCATE

AGENCY OVERVIEW:

Apna Ghar provides critical, comprehensive, culturally competent services, and conducts outreach and advocacy across communities to end gender violence.

Visit www.apnaghar.org and follow us on social media for more information.

POSITION SUMMARY:

The legal advocate provides information, education, and advocacy on all relevant legal issues to survivors of domestic violence and other gender-based crimes. Candidate must be outgoing, empathetic, a good listener, and an effective advocate for survivors of gender violence. This is a full time, exempt position.

RESPONSIBILITIES INCLUDE:

- Assist survivors of domestic violence by answering the crisis line and completing legal intake to assess the needs of clients, provide options, and develop action plans with clients
- Provide information to clients on the rights and protections available to them under state and federal law.
- Help clients file police reports and gather documents/evidence for their legal cases
- Provide legal referrals, help clients find legal representation, and link clients with other appropriate resources as necessary
- Arrange for translators for legal appointments, court dates, etc. whenever necessary
- Advocate for clients in court by accompanying them to court dates and guiding them through legal processes as and when needed. Works with the clients' attorneys as needed
- Provide emotional support to clients throughout any legal processes
- Provide regular follow-up with clients to ensure that their needs are met
- Assess and assist service needs, provide relevant and useful information on rights and available options, and connect appropriately to resources
- Build relationships with community organizations, attorneys, and law enforcement agencies that provide services beneficial to Apna Ghar clients
- Conduct 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 program and client success
- Conduct outreach to ensure appropriate quantity of legal services while ensuring high-quality in 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 an equivalent mix of experience and education is preferred
- At least 3 - 5 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
- Fluency in a second language preferred
- 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
- Willingness to accompany clients by public or private transport

APPLICATION PROCESS

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