



Job Description | Volunteer Legal Advocate

Position Title: Volunteer Legal Advocate

Supervisor: Legal Director

Employment Status: Volunteer

The primary role of the **Volunteer Legal Advocate** is to provide information and support at the courthouse and to serve as a conduit to HopeWorks' services.

Duties and responsibilities:

As a Volunteer Legal Advocate for HopeWorks (HW), you are responsible to:

- Provide basic information on available legal resources and other options to survivors.
- Provide moral support to survivors of intimate partner violence, sexual violence and stalking.
- Educate survivors of intimate partner violence, sexual violence and stalking, of the available resources pertaining to HW. These resources may include legal assistance, counseling, emergency and transitional shelter, and an abuser intervention program.
- Complete and return VLAP Logs to the Legal Advocate within 24 hours of court closing. This can be done by emailing or dropping the logs off to HW.
- Provide emotional support and information throughout the court process.
- Explain court proceedings and aid petitioners in completing appropriate paperwork. Explain terminology, ensure that the survivors are aware of all items on petitions, and make sure that the petitioner is filing out the correct petition.
- Make yourself available from the hours of 12:30-4:30 on the day you are scheduled.

Qualifications:

- Successfully complete all required training sessions.
- Be at least 21-years of age.
- Have an interest in reducing the harm and effects of intimate partner violence, sexual violence and stalking, in the county while working toward its elimination.
- Sign and abide by HopeWorks' confidentiality policies.
- Submit to a background check.
- Ability to be respectful of the sensitive nature of the position and treating all client information in a professional manner.
- Ability to timely complete the VLAP log.
- Ability to commit to two or more shifts per month.

The Volunteer Legal Advocate is **NOT** expected to and **SHALL NOT**:

- Transport the survivor anywhere.
- Provide childcare for survivors.
- Facilitate communication between the respondent and the petitioner.
- Communicate on behalf of the survivor and any outside agencies or persons.
- Fill out or file any legal documents for the petitioner.
- Advise survivor on the recommended courses of action based on the petitioner's specific circumstances.



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The Volunteer Legal Advocate **MAY** explain the Peace/Protective Order process and provide basic information or referral.

Bilingual candidates encouraged to apply.

Online Application Link:

To Apply: Applicants must submit a letter of interest and complete resume. Email your resume and letter of interest to ajcolkitt@hopeworksofhc.org or send by mail to:

A.J. Colkitt, Esquire

Director of Legal Services

HopeWorks of Howard County

9770 Patuxent Woods Dr., Suite 300

Columbia, MD 21046

NO phone calls will be accepted

Resumes submitted without a letter of interest will not be reviewed. The review of applications will begin immediately and continue until the position is filled. Due to the high volume of applications we receive, we will only respond to applicants whose candidacy is being considered.

HopeWorks is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, gender identity, marital status or sexual orientation, in accordance with federal and state law.