



Job Description | Legal Advocate, FT

Position Title: Legal Advocate
Supervisor: Director of Legal Services
FLSA Status: Exempt

Schedule: Monday – Friday, 9 AM- 5 PM
Employment Status: Full-time, 40 hours
Salary Range: \$52,000 (non-negotiable)
Salary based on current grant funding

The **Legal Advocate** assists victims of intimate partner violence and sexual violence in Howard County, Maryland. The Legal Advocate’s direct service responsibilities include providing support, information, advocacy, and court accompaniment to victims of intimate partner violence and sexual violence including assistance with protective orders, civil, criminal, and other court matters, and legal referrals to other organizations. The Legal Advocate is not a lawyer and does not give legal advice, only legal information. This full-time position provides domestic violence advocacy services for survivors of intimate partner violence and sexual violence to promote self-determination and safety. The role of the Legal Advocate is to strengthen and improve services for victims of domestic violence engaged in the criminal and family law legal systems. The successful candidate will be able to demonstrate an interest and understanding in the dynamics and needs of social justice and a trauma-informed approach to direct client services.

The Legal Advocate has three main duties:

1. As part of the Volunteer Legal Advocate Program in District Court, the Legal Advocate is the first point of contact in court for potential clients. The Legal Advocate is expected to attend court 2-3 times a week in the afternoons to observe Temporary Protective Order Hearings and approach potential clients with information and support about HopeWorks.
2. The Legal Advocate will conduct a full intake, usually by phone, with potential clients who are referred from court, the hotline, other organizations, and who call in themselves. The Legal Advocate is also responsible for providing information and referrals to individuals who are out of scope for HopeWorks services.
3. Occasionally, the Legal Advocate will accompany clients to the commissioner’s office or the police station to report a crime, and to court for criminal cases where the client is a witness for the state.

HopeWorks’ staff are invested and engaged in altering the systems and imbalances of power that maintain the status quo and are root causes of sexual and intimate partner violence - including racism, transphobia, poverty, xenophobia, ableism, and other forms of oppression. The successful candidate will have a commitment to social justice. The successful candidate will also understand the root causes of sexual and intimate partner violence and have a commitment to social justice.

Online Application Link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=111155&clientkey=57F0B2A019C74484C2E21C815D921A34>

The review of applications will begin immediately and continue until the position is filled.

Minimum Qualifications:

- Bachelor’s degree (preferred) or 2 years’ experience in a related field
- Native or near-native fluency in Spanish, Korean, Chinese, Hindi, Urdu, Arabic or French (preferred)
- Experience working with victims/survivors of trauma (preferred)
- Excellent oral and written communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook) and other computer software

- Passionate about the mission and philosophy of HopeWorks
- Team oriented, client centered and believes in a strengths-based and empowerment approach to providing trauma-informed services
- Commitment to cultural competency and humility
- Current, valid driver's license and insurance and reliable transportation to travel between the office, the court and other locations for meetings, trainings, collecting evidence, delivering subpoenas, etc.

Bilingual Candidates strongly encouraged to apply – preferred but not required.

Essential Duties and Responsibilities:

- Respond promptly to phone calls from potential clients and community members
- Assists clients seeking Protective Orders and attend court hearings when needed
- Provide brief advice, information, referral, and safety planning, as appropriate, to clients
- Promptly update the Team Legal Calendar to reflect appointments and court cases
- Maintain a full supply of forms, information sheets, pamphlets and resource lists applicable to standard client/community requests
- Maintain accurate and up-to-date contact logs and statistical information for electronic files, grants and departmental reports
- Maintain a current database for resources and referrals for clients
- Conduct intakes and evidence/document collection for clients seeking consultation or representation
- Provide summaries, evidence and information to the legal team for case review
- Keeps Director informed of any activities or client crisis that is outside of the normal scope of work
- Answer crisis calls coming into the legal department
- Provide case management services to clients requiring additional assistance to address economic, housing, and other attendant issues
- Maintain client case files and ensure that all required information is complete before forwarding to attorney
- Maintain and update the conflicts database contemporaneously with contact to the department
- Assist with data entry
- Conduct follow-up information and surveys
- Accompany clients to court and offer support and information in criminal and civil legal proceedings
- Manage communication, create monthly volunteer calendars and run quarterly volunteer meetings with volunteers in the Volunteer Legal Advocacy Program
- Assist with recruitment and training of volunteers and interns
- Appear in court to provide outreach to potential clients, as part of the Volunteer Legal Advocacy Program
- Provide outreach to current and potential partner-organizations
- Perform all other duties as assigned by the Director of Legal Services

Competencies: An individual should demonstrate the following competencies to perform the essential functions of this position.

Dealing with Ambiguity

Can effectively cope with uncertainty, change, and be comfortable in situations that do not explicitly have written standards. Tolerate and be comfortable with risk and uncertainty.

Approachability

Being accessible, consciously breaking down perceived barriers, having appropriate body language, and using verbal communication for program participants and co-workers to feel comfortable bring and discussing feedback.

Communication: Oral and Written

Effectively transfers thoughts and expresses ideas orally or in writing in individual or group situations. Speaks comfortably with a diverse array of individuals and groups.

Problem Solving

Identifies and resolves problems in a timely manner as well as skillfully gathers and analyzes information.

Judgment

Displays willingness to make decisions; exhibits sound and accurate judgment; makes timely decisions; displays strong ability to prioritize.

Collaboration and Teamwork

Supports a positive team environment in which members participate, respect and cooperate with each other to achieve desired results; works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.

Quality of Work

Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.

Planning and Organization

Prioritizes and plans work activities; uses time efficiently; adapts to fluctuations in work pace; able to manage multiple projects; able to determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively.

Professionalism

Thinks carefully about the likely effects on others of one's words, actions, appearance, and mode of behavior. Selects the words or actions most likely to have the desired effect on the individual or group in question.

Reliability

Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.

Support of Diversity

Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for a multicultural staff; applies the HopeWorks commitment to cultural proficiency; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion, mental or physical ability, health status, nation of origin, gender identity or expression or sexual orientation; recognizes differences; takes advantage of opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.

Commitment to Social Change and Social Justice

Willing and able to approach their work with an understanding and appreciation of social change and social justice issues.

Safety and Security

Observe safety and security procedures and uses equipment and materials properly.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, speak, communicate and hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

TO APPLY: Applicants must complete an online application and submit a resume and letter of interest. Incomplete applications and applications submitted without a cover letter and resume 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. **Phone calls will NOT be accepted.** For questions, email: HWHR@hopeworksofhc.org.

Online Application Link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=111155&clientkey=57F0B2A019C74484C2E21C815D921A34>

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.