

Family Crisis Center of East Texas

(Women's Shelter of East Texas, Inc.)

Job Description

Job Title: Legal Advocate
Dept./Program: Victim Services Program
Reports To: Program Director
FLSA Status: Non-Exempt
Approved By: Executive Director
Approval Date: September 2011

POSITION SUMMARY:

Plans, coordinates, and implements the agency's victim assistance services to residential and non-residential victims of domestic violence and sexual assault.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Provides crisis intervention, safety planning, information/referral and follow-up to victims.

Provides a "Legal Needs Assessment" for victims.

Advocates for victims' services within the justice system.

Accompanies victims to court appearances, law enforcement agencies and other related appointments as needed.

Provides client intake for face-to-face nonresident victims seeking services, and residential as needed.

Screens victims for protective order and emergency protective order eligibility. Assists victims with service application.

Assists victims in securing evidence and historical records relating to incidents of personal assault and/or abuse.

Serves as advocate/liaison between Family Crisis Center, law enforcement agencies, County Attorney's Office, civil/family court judges, Legal Aid, and other victim assistance service providers.

Assists with community education presentations when needed.

Performs specialized duties for assessment of clients' needs.

Records timely and appropriate documentation in agency client record system to reflect delivery of services.

In accordance with the philosophy of the agency, may be required to carry out or assist with other tasks in addition to the duties listed above.

MISCELLANEOUS:

Attends and participates in agency staff meetings and other agency functions as directed by Supervisor and/or Executive Director.

Attends conferences as directed by Supervisor and/or Executive Director.

Other duties as assigned by Supervisor and/or Executive Director.

Believes in, promotes and acts in accordance with the agency's mission and goals.

This position is funded by a grant and is subject to elimination if the grant funding ends.

SUPERVISORY RESPONSIBILITIES

Provides on-site supervision to volunteers and/or student interns assigned to the outreach area as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and the ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, TRAINING AND/OR EXPERIENCE

Bachelor's degree preferred in a criminal justice, social work, behavioral science, social science, business or related field. Three years experience in coordinating/ managing services for victims of domestic violence, community relations, and social services. Knowledge of crisis intervention, social work theory and ethics preferred.

Knowledge and experience working with office computer systems and software programs such as Microsoft Office.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to write accurately and concisely for client file documentation, and staff information. Ability to speak effectively before groups and clients. Ability to communicate in a helpful and courteous manner. Bilingual skills in English/Spanish strongly preferred.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as addition, subtraction, multiplication and division, as it applies to practical situations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to organize workloads and set priorities to carry out assigned tasks in a timely manner. Ability to manage multiple duties. Ability to demonstrate discretion and common sense.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a valid Class C Texas Drivers License and proof of current insurance. Must have and maintain an acceptable criminal record check.

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.

This job requires frequent sitting, walking and standing. Frequent telephone contact. Frequent local travel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasional exposure to communicable diseases. Frequent exposure to violent, abusive individuals.

SIGNATURE BLOCKS

I Acknowledge receipt of the above job description.

_____ Date _____
Employee

I have reviewed the job description with the employee.

_____ Date _____
Supervisor