|  |  |
| --- | --- |
| **Job Title:** | Personal Protection Order Office/Legal Support |
| **Purpose:** | The Legal Advocacy Intern works with the Legal Advocacy Supervisor to provide information, support, and technical assistance to individuals seeking Personal Protection Orders (PPO’s) within Ingham County. This person will screen individuals to ensure they qualify for a PPO and provide appropriate referrals, when necessary, while also providing technical assistance to those experiencing PPO violations.  |
|  |
| **Location:** | Personal Protection Order Office Veteran's Memorial Courthouse313 W. Kalamazoo St. Lansing, MI 48933 |
|  |  |
| **Key Responsibilities:**  | * Provide information, support and technical assistance to individuals seeking Personal Protection Orders (PPO) within Ingham County and individuals who are experiencing PPO violations.
* Screen individuals to ensure that they qualify for a PPO and provide appropriate referrals.
* Provide information about and support at hearings associated with the PPO process.
* Provide appropriate referrals to EVE (End Violent Encounters), Friend of the Court, Legal Aid, Prosecutor’s Office, police department and other community organizations.
* Develop and maintain effective communication and positive relations with court personnel, attorneys, law enforcement and judges. Respond in a timely manner to requests for information and support.
* Maintain consistent communication with the Legal Advocacy Coordinator.
* Coordinate follow-ups on expiration, service and hearings of petitioners.
* Participate in special projects and other activities, as they become available.
 |
|  |
| **Reports to:** | Kaitlyn Dwyer-Brownell – Director of Legal Program |
|  |
| **Length of Appointment:**  |
|  | Must work a minimum of 8 hours per week. Limited to Monday-Friday 8:00-5:00 |
| **Time Commitment:** | Minimum of 3-4 months |
|  |  |
| **Qualifications:** |

|  |  |
| --- | --- |
| * Sensitivity and knowledge of the problems of battered women and children.
* Strong organization skills.
* The ability to work independently.
* Strong written and verbal skills.
* Experience or training in crisis counseling techniques preferred.
* Experience in handling crisis situations preferred.
* Must pass criminal background check
 |  |

 |
|  |  |