**End Violent Encounters, Inc. (EVE, Inc.)**

Job Title: Legal Advocate

Classification: Full time and hourly, nonexempt under FLSA

Required Education and Experience: Bachelor’s Degree in Counseling, Social Work, Family Ecology, Women’s Studies, Criminal Justice, Law, or related field, and 1-3 years of experience working with survivors of domestic violence, stalking, sexual assault, human trafficking, and/or trauma survivors.

Preferred Education and Experience: 0-1 years experience and/or knowledge about working within a legal or court setting

Expected Hours of Work: Monday through Friday, 8:30am-4:30pm, 40 hours per week

Work Location: Downtown Lansing, MI; travel within Ingham County possible monthly (mileage to be reimbursed according to agency policy); parking permit provided by Agency

Pay Range: $16/hour

Supervisor: Director of Legal Programs

Summary of Functions:

The Legal Advocate serves as a resource to survivors of domestic violence, sexual assault, and/or stalking for legal advocacy, safety planning, crisis intervention assistance, and referrals to community resources. The Legal Advocate will provide on-site services at the Personal Protection Order Office, will provide advocacy and support at PPO and criminal hearings, and will be expected to travel to other sites to meet client needs.

Essential Functions:

* Provide information, support, and technical assistance to individuals seeking Personal Protection Orders (PPO) within Ingham County. Screen individuals to ensure that they qualify for EVE assistance with their PPO and provide appropriate referrals. Provide technical assistance to individuals whose PPOs have been violated.
* Provide information about and support at hearings associated with the PPO process.
* Provide advocacy to clients during the criminal process, including working with prosecution, law enforcement, and court staff and attending hearings with the client.
* Provide appropriate referrals to EVE Inc., Friend of the Court, Legal Aid, prosecutor’s office, police, and other community organizations.
* Develop and maintain effective communication and positive relations with court personnel, attorneys, law enforcement, and judges.
* Uphold survivor confidentiality laws and adhere to agency policy.
* Adhere to agency safety and security rules and procedures to protect clients.
* Attend education and networking meetings on behalf of the agency, as assigned.
* Provide information on the Crime Victims Services Compensation program to each victim and assist with application process when requested.
* Participate as needed in training and education projects.
* Coordinate follow ups on PPO expiration dates and Proofs of Service, and on hearings related to both PPOs and on-going criminal cases.
* Any other duties as assigned, with or without notice to the employee

Required Skills/Abilities:

* Perform the characteristic duties as outlined in the position description.
* Knowledge of Intimate Partner Violence and the Power and Control Wheel.
* Sensitivity and knowledge of intimate partner violence, stalking, sexual violence, and trauma responses.
* Strong organizational skills.
* Strong ability to work independently.
* Written and oral communications are of professional quality.
* Experience or training in crisis intervention techniques.
* Ability to demonstrate empathy, problem-solving, and conflict resolution skills.
* Ability to participate as a positive and supportive team member.
* Ability to maintain professional boundaries.
* Ability to be honest and courteous in all interactions.
* Use of computer for report writing and for other job responsibilities

Job offers will be contingent upon a criminal background check and central registry check, the results of which will be discussed with the employee before the withdrawal of the job offer.

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor OR Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_