

Healing Abuse Working for Change

Job Description

Position Title: Legal Advocate
Department: HAWC Legal Services

Reports To: Attorney Director of Legal Services
Effective Date: 10/16/2017

Position Summary:

This part-time position (20 hours per week) provides crisis intervention, advocacy and referral services to victims of domestic violence. The Legal Advocate will work in the Peabody and Gloucester District Courts assisting individuals applying for abuse prevention orders. The legal advocate will be responsible for coordinating and supporting HAWC's team of volunteer legal advocates in Peabody District and Gloucester District Courts. The position reports to the Attorney Director of Legal Services.

Position Experience:

- Commitment/experience working with victims of domestic violence
- Bilingual/Bicultural preferred
- Knowledge of domestic violence and crisis intervention
- Knowledge of the judicial system and restraining order process
- Strong interpersonal skills
- Strong verbal and written skills
- Ability to work independently and as part of a team

Position Details:

Assist victims of domestic violence, sexual assault, and stalking who come to court seeking protective orders through:

- Crisis assessment and intervention services
- Information on legal options and the process to obtain a protective order
- Assistance in completing protective order application forms
- Creation of a comprehensive, individual safety plan with each client, whether or not the client chooses to pursue the protective order
- Referrals to HAWC, and other referrals deemed appropriate for each individual client, or by client request
- Connection to appropriate follow-up services and resources including, but not limited to other services provided by HAWC such as counseling, group support, legal services; or other programs outside of HAWC; or District Attorney Victim Witness Advocates
- Assistance in completing Victim's Compensation application
- Accompaniment and advocacy in court during civil proceedings
- Availability to assist victims, in accordance with the court coverage agreement

Additional roles and responsibilities to enhance service delivery to victims:

- Development and advancement of professional and collaborative working relationships including, but not limited to, clerks, judges, attorneys, prosecutors, security officers, and victim witness advocates
- Adherence to HAWC guidelines and protocols to ensure client confidentiality
- Supervise and support HAWC volunteer legal advocates by performing on-site visits
- Coordinate and manage the schedule of volunteers in 2 district courts
- Assist and support Attorney Director of Legal Services with regard to High Risk Team referrals and clients
- Complete statistical data forms for every client contact
- Assist with quarterly and annual reports for VOCA grant
- Submit volunteer legal advocates' monthly timesheets
- Participate in HAWC's 33 hour volunteer training
- Attend regular supervision, team meetings and staff meetings
- Able to flex hours to meet position responsibilities

Salary: \$16.00/hour.

HAWC is an AA/EO employer

Please send cover letters and resumes to:

HAWC
ATTN: Sara Stanley, Esq.
27 Congress Street, Suite 204
Salem, MA 01970

Or email to:
saras@hawcdv.org