

## **LAURA'S HOUSE JOB DESCRIPTION**

**JOB TITLE:** Bilingual Legal Advocate (English/Spanish)  
**REPORTS TO:** Legal Director  
**STATUS:** Non-exempt  
**LOCATIONS:** Counseling & Resource Center, Emergency Shelter/Transitional, Lamoreaux Justice Center

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### **JOB SUMMARY:**

The Legal Advocate is responsible for the provision of legal advocacy services at the Counseling & Resource Center, Lamoreaux Justice Center and the Emergency Shelter. S/he provides information and assistance with understanding, preparing and processing legal documents necessary to obtain temporary restraining orders and other protective orders to Laura's House clients living in the community or in residence at the Emergency Shelter/Step Ahead. The primary accountabilities for this position are to (1) complete legal intakes and assessments; (2) provide restraining order preparation, court advocacy/accompaniment, hearing preparation, information and referral and (3) collaborate with case managers and counselors to facilitate a treatment team approach across sites.

### **LEGAL ADVOCACY JOB DUTIES:**

1. Complete intake assessments in English and Spanish with Laura's House clients from the community at the Counseling and Resource Center, Lamoreaux Justice Center or in residence at the Emergency Shelter/Step Ahead.
2. Assist clients with all phases of civil restraining order litigation, including assessment; form preparation; filing assistance; court transportation (shelter clients only); hearing preparation; court accompaniment to hearings and other court appointments and follow-up tasks recommended by Legal Supervisor, such as recommending appropriate attire for court, obtaining records or documents, and connecting with other services providers and justice system professionals.
3. Provide crisis intervention thorough needs assessment, comprehensive safety planning, assistance in navigating the civil justice and social services systems, systems advocacy (help clients cut through bureaucratic red tape), referrals, follow-up services, and ongoing support to victims/survivors.
4. Assist in maintaining accurate, current, and complete case files on each client.
5. Provide telephone and in-person consultations regarding temporary restraining orders and other protective orders.
6. Provide emergency shelter clients with transportation as needed.
7. Collaborate with immigration law organizations to help clients access immigration services including U-Visa, T-Visa and VAWA application support.
8. Collaborate with Orange County Bar Association to facilitate monthly Legal Clinic.
9. Supervise legal advocacy volunteers as needed.
10. Enforce the Counseling & Resource Center's policies and procedures.
11. Participate in community outreach to help raise awareness about domestic violence and Laura's House services.
12. Establish and maintain relationships with other agencies to better serve Laura's House clients.
13. Represent Laura's House at networking events.
14. Other duties as assigned.

**ADDITIONAL JOB DUTIES:**

1. Enter statistical and descriptive data for contract and other reporting requirements as needed.
2. Maintain client confidentiality by protecting client information and ensuring that appropriate paperwork is understood and completed by clients (e.g. consent for services forms and release of information forms when collaborating with other programs/entities).
3. Maintain the confidentiality of client, staff, volunteer, and agency information. Exceptions include information pertaining to child abuse, elder abuse, danger to self or others or in response to an authorized release of information.
4. Adhere to agency policies and protocols related to the security of electronic client service records. Maintain the highest levels of accuracy in record-keeping and reporting, ensuring that all client records and documentation of outreach, training, and other work tasks are complete and up-to-date and submitted to supervisor as directed.
5. Maintain an up-to-date shared business calendar as directed. Carry out other duties as necessary to ensure organizational success. All Laura's House staff members are encouraged to be flexible and responsive to changes in scope of duties.
6. Maintain appropriate boundaries with clients and other staff.
7. Represent the agency in a positive, professional manner at all times.
8. Maintain a tidy, organized work area.
9. Participate in agency functions as a participant or presenter as needed.
10. Evening and weekend hours as needed.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's degree in social sciences, human services or related field or equivalent experience required.
2. Experience with family violence intervention, case management, and crisis intervention preferred.
3. 40-hour domestic violence training as required by law. (may be completed upon hiring)

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Excellent oral and written communication skills.
2. Oral and written fluency in English and Spanish.
3. Adaptability and flexibility while working in a dynamic work environment.
4. Proficiency in MS Word and Outlook, as well as internet research. Comfort in computer network environment.
5. Ability to work collaboratively in an ethnically, linguistically, and culturally diverse environment.

**JOB QUALIFICATIONS:**

1. Valid driver's license, reliable transportation and appropriate insurance.
2. Completion of Live Scan.
3. Employee is occasionally required to stand, walk, sit, use hands to finger handle or feel, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.**