Job Type

External

Job Title

Domestic Violence Legal Advocate

Organization

St. Paul & Ramsey County Domestic Abuse Intervention Project

Location

St. Paul, MN

Salary

$20/hour

Hours

Full-Time

Closing Date

06/10/2024

Job Description

DOMESTIC VIOLENCE LEGAL ADVOCATE

The St. Paul and Ramsey County Domestic Abuse Intervention Project (SPIP), founded in 1984, has been a leader in the provision of services for victims of domestic violence, and cultivating a community-wide response towards protecting victims and their families, and one day ending domestic abuse.

www.stpaulintervention.org

POSITION: Domestic Violence Legal Advocate

REPORTS TO: Legal Advocacy Program Manager

Job duties and responsibilities include:

• Provide legal advocacy to participants within the criminal justice system

• Provide legal advocacy to participants with Order for Protection/family court issues

• Provide participants with safety planning and crisis support

• Provide participants with transitional and ongoing support services

• Provide face-to-face and remote participant services

• Assist in the provision of twenty-four-hour crisis-line victim services

• Maintain timely and accurate work documentation and records

• Participate in trainings, community education and events

• Support the program's growth and development

• Strengthen relationships with community-based and government agencies

• Contribute to an effective work team and a positive work environment – focusing on the agency's mission and furthering its goals and objectives.

• Others duties as assigned

Qualifications:

• Sensitivity to the needs of victims of domestic violence, and the unique obstacles they face

• Experience working with victims of domestic violence and/or victims of sexual assault

• Understanding of and experience working with people from diverse backgrounds

• Ability to provide respectful, non-judgmental, caring, and supportive services

• Ability to multi-task and work under pressure

• Written, verbal and interpersonal skills

• Have access to car for work, valid driver's license and adequate/up-to-date auto insurance.

• Must agree to a background check.

Desired Abilities:

• Understanding of and experience advocating/working within the criminal and civil justice systems

• Experience working with client databases

• Experience working with people with mental health issues

• Experience providing training and community education

• Ability to speak a second language

Physical Requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, and stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• The Job Location requires that the position's duties to be performed at SPIP's main office, at the court house and the BTS victim service center, during its primary weekday hours. Some remote advocacy entailed.

• The Position entails primarily, weekday hours with occasional evening/weekend/holiday hours. This position also requires that it can cover On-Call advocacy services from home for evening/weekend hours. Recognizing it can be beneficial to both the agency and employees to allow on-call hours to be covered from employees' homes; thus, determining the normal place of work, or 'base' for On-Call being the home of the employee. A person cannot meet this requirement if a member of their household has been a perpetrator of domestic abuse (a pattern of abusive behavior used by one person to gain power/control over another within a familiar relationship) or sexual abuse within the past 10 years. Nor can someone fulfil the requirements of this position if a member of their household has ever been legally declared as a predatory offender (MN Stat. §243.166 subd. 6).

• Benefits: Excellent comprehensive medical, dental and disability insurance, and generous paid time-off is provided. Salary: $20.00 per hour.

• To Apply: Please send a resume, cover letter and at least 2 professional references by email: rmc@stpaulintervention.org or Fax: 651 645-6556 or mail to The St. Paul & Ramsey County Domestic Abuse Intervention Project at 394 Dayton Ave., St. Paul, MN 55102

Position open until filled

SPIP seeks applicants from underrepresented communities. We value diversity and encourage people from Black, Indigenous, Latinx, Asian/Pacific Islander, people of color, immigrant, lesbian, gay, bisexual, nonbinary and trans communities to apply. We encourage applicants of diverse age, gender, abilities and religious/spiritual beliefs to apply.

Equal Opportunity Employer

The above statements are intended to provide a summary of this position, and do not encompass all the functions of or qualifications required for this position.