Domestic Violence Legal Advocate
Position Description

DAWN is a comprehensive provider of domestic violence services, including Emergency Confidential Shelter, a 24-hour Crisis and Advocacy Line, and Community Advocacy including Legal and Immigrant Rights, Mental Health, Support Groups and one-on-one support. DAWN's mission is to lead and support efforts in South King County communities to end domestic violence by providing the critical services and education for survivors to make informed choices about their future and engaging communities to raise awareness and take action.

Job Title: Domestic Violence Advocate
Reports to: CAP Program Manager
Location: Kent, WA
Classification: Non-exempt
Hours: 40 hours per week with some weekend and evening hours
Pay Rate: $16.50-$19.50 per hour DOE

Position Overview:

This full time position provides domestic violence advocacy services for survivors of domestic violence in order to promote self-determination and safety. The role of the Legal Advocate is to strengthen and improve services to victims of domestic violence engaged in the criminal and family law legal systems.

Primary Duties

1. Provide crisis intervention and empowerment based, trauma informed advocacy.
2. Coordinate advocacy needs, information and referral services DAWN clients.
3. Provide information and education to understand the dynamics of domestic violence
4. Provide ongoing advocacy based counseling and safety planning
5. Engage in community networking activities to both increase access to services for individuals as well as to assist community service providers in understanding the dynamics of abuse.
6. Support clients in navigating the civil and legal systems including assistance with legal filings such as protection orders and crime victims' compensation applications and court accompaniment.
7. Collaborate with community partners such as ELAP, NWJP and others
8. Record relevant client demographics, service usage and referrals in Salesforce and HIMS in a timely manner.
9. Present the agency and programs in a positive light to clients, volunteers, funders and the community.

10. Provide advocacy and support via the 24/7 emergency crisis line as needed.
11. Provide on-going training to DAWN staff, volunteers and the community as needed.

Qualifications:

1. A strong commitment to DAWN's mission and values.
   Preferred 4 year degree, additional experience may be substituted for degree
2. Two + years of direct human services experience including one + year working with domestic violence survivors engaged in legal systems
3. Skilled in working with sensitive issues and commitment to respecting the confidential nature of the programs
4. Proven ability to work effectively with diverse staff, clients and volunteers
5. Demonstrated ability to work comfortably as a team member and contribute positively to workplace.
6. Demonstrated problem-solving approach to concerns and challenges
7. Proficiency in data collection and reporting.
8. Strong written and oral communication skills
9. Strong time management and organizational skills
10. Twenty hours of recent Domestic Violence Training preferred
11. Provide own transportation; possess a valid Washington State driver's license, proof of auto insurance and a positive driving record
12. Ability to pass a Washington State Patrol background check – required for employment.
13. Current CPR/First Aid and HIV/AIDS training preferred or able to secure within one month of employment.

If interested, please submit a cover letter AND resume to: Kellie Rogers, Community Advocacy Program Manager at: Kellie@Dawnonline.org No phone calls please.