



The Salvation Army
Seattle Social Services, Domestic Violence Programs

JOB DESCRIPTION

<u>TITLE:</u>	Domestic Violence Legal Advocate (40 hours)
<u>STATUS:</u>	Non exempt/hourly
<u>POSITIONS SUPERVISED:</u>	None
<u>WAGES:</u>	\$17.50

A: DESCRIPTION

The Domestic Violence Legal Advocate works in Seattle with adult DV survivors on an advocacy based model to provide: safety planning, legal information, assistance in navigating the civil and criminal justice systems, help obtaining and completing court paperwork, referrals to legal, community and other resources, crisis response, DV education, emotional support and case management services. This position is based in Seattle and also will provide "mobile advocacy" services by driving an employer owned vehicle to meet with and accompany clients to a variety of locations in Seattle - King County such as court houses, legal clinics, the DSHS, and other social service providers.

B: REQUIREMENTS/SKILLS

1. B.A. in social work or related field or equivalent relevant experience.
2. Desired - one year's experience providing domestic violence advocacy based services with a focus on civil and criminal legal issues impacting DV survivors
3. Demonstrated experience and education in the field of domestic violence and/or sexual assault and survivor advocacy, including 20 hours of domestic violence education per WAC 388-61A-0350 in the first year of hire and 20 hours in each year thereafter, including a minimum of 5 hours of training each year on providing services and advocacy to individuals from marginalized populations.
4. Experience in networking and advocating with other agencies on behalf of abused adults and children desirable.
5. Experience, ability, and willingness to communicate and work well with staff and residents from a variety of racial, cultural, and economic backgrounds and with various religious beliefs, lifestyles, sexual orientations, age variance, and differing abilities.
6. Demonstrated ability to work well independently and as part of a team environment, with proven ability to assist and support in the development of team decisions and program policies.
7. Effective English language communications ability in verbal and written (both machine-produced and handwritten) forms.

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8. Basic mathematical skills (addition, subtraction, division, multiplication & percentages).
9. Keyboard skills which allow an error-adjusted rate of at least 30 words per minute.
10. Ability to identify economic, social, cultural, physical and environmental factors which support or limit family or individual functioning.
11. Strong crisis intervention skills with ability to prioritize and handle multiple tasks under stressful conditions.
12. Ability to exercise mature and sound judgment in problem-solving and the decision making process.
13. Ability to present material effectively in written and oral form.
14. Strong organizational and record-keeping skills.
15. Ability to maintain visual surveillance of the work premises.
16. Ability to provide mobile advocacy services by driving a vehicle and meeting clients at and accompanying clients to various locations throughout Seattle and King County.
17. Adherence to the NASW social work code of ethics.
18. Ability to successfully complete Salvation Army child safety training and to be approved through the background/reference check procedure, in accordance with Risk Management and Human Resources protocols. Successful completion of periodic retraining and re-approvals is required for continued employment.
19. Ability and willingness to understand and fully comply with mandatory reporting requirements and laws pertaining to vulnerable adults and children.
20. Ability and willingness to respect and maintain the confidentiality of agency and client information, in compliance with Salvation Army policies and procedures.
21. Willingness to abide by Salvation Army's drug and alcohol policy.
22. Documentation of current CPR, First Aid, and Blood Borne Pathogens training within 90 days following employment (Training provided by The Salvation Army)
23. Flexibility to work overtime on occasion.
24. Must possess a valid WA State driver's license.
25. Must be willing and able to pass The Salvation Army in house driving test.

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26. Must be able to pass a Motor Vehicle Driving Record (MVR) check in adherence with The Salvation Army's MVR Check policy.

C: SPECIFIC DUTIES

1. Perform phone screenings of potential clients and conduct in-person intake interviews and assessments.
2. Handle client and agency data in a confidential and secure manner.
3. Deliver legal advocacy services (excluding legal advice or representation) including the provision of: legal information, assistance obtaining protection orders and completing court paperwork, help to claim crime victims compensation, referrals to assorted legal programs, clinics and pro-bono programs in such areas as protection orders, child support, parenting plans, dissolutions, immigration matters, bankruptcy, criminal victim-defendant, landlord-tenant, public benefits and administrative law.
4. Must attend a minimum of 20 hours of education per year (in the year directly following the first year of hire). At least 15 hours of the continuing education must include training on advocacy-based counseling and at least 5 must include training on diversity, cultural competency and working with interpreters.
5. On an advocacy-based counseling model, provide case management services to clients, including safety planning, domestic violence education and referrals to access housing and other resources, for example, medical and dental, education and training, child care, employment and public benefits.
6. Provide regular "mobile advocacy" services by meeting with and accompanying clients to a variety of locations such as various court houses, legal clinics, the DSHS, and other social service providers.
7. Respond to crisis calls by providing support, safety planning, information, and referrals to resources.
8. Coordinate services to meet clients' immediate basic needs: such as food, clothing, toiletries, medication, transportation and shelter.
9. Arrange necessary contacts, letters, or communications with other agencies or individuals to assist client attainment of goals and access to resources.
10. Respond to emergency situations that may arise, making independent decisions within policy guidelines, as necessary.
11. Provide crisis intervention and institute security procedures should a critical or threatening situation arise and provide timely and appropriate notification to authorities.
12. Comply with workplace policies and procedures for risk identification, risk assessment and risk control and actively participate in activities associated with the management of workplace health and safety.

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13. Work closely with the DV advocacy team on all matters related to client plans, goals and objectives, safety, and other issues.
14. Participate as a representative on committees or for special events and projects, as needed.
15. Maintain accurate program records, files, outcome reports, databases and statistics to satisfy strict deadlines.
16. Work cooperatively with other Salvation Army programs.
17. Participate in in-service trainings, conferences, classes, and related opportunities in order to meet Washington State requirements for domestic violence service providers and to continue professional growth and development.
18. Respectfully represent The Salvation Army's programs to the community and referral agencies.
19. Other duties as assigned by the Director of Domestic Violence Programs.

D: PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead.
- Ability to operate telephone and a TTY
- Ability to operate a desktop or laptop computer
- Ability to lift 40 lbs (usually file boxes)
- Ability to access and produce information from a computer
- Ability to understand written information
- Ability to operate an automobile
- Ability to safely follow instructions pertaining to the use and storage of all workplace chemicals.
- Ability to properly operate all safety and security systems, which may include intrusion alarm, fire alarm, automated gates, door locks and key card systems.
- Ability to conduct visual inspections of the workplace on a continuous basis, through direct observation, walking inspections and the use of video monitors.
- Ability to rapidly travel over uneven surfaces, up and down steps, stairs and ramps as necessary to perform duties of the position.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to unsanitary, wet and dirty conditions, strong odors, fumes or airborne particles, and toxic or caustic

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chemicals. The noise level in the work environment is usually moderately loud – to occasionally very loud.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

E: RELIGIOUS NATURE OF THE SALVATION ARMY The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination. Policy decisions are set by local administration through its Territorial and Divisional directives and its Advisory Board.

F: ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I understand and respect the purpose of The Salvation Army and agree to work within the guidelines it sets.

Signature, Employee

Date_____

Signature, Witness

Date_____

Domestic violence survivors and/or persons from minority populations are encouraged to apply.

**To apply send up to date resume and cover letter to
leilani.williams@usw.salvationarmy.org**