

**A WOMAN'S PLACE (AWP)
POSITION ANNOUNCEMENT**

TITLE: Legal Advocate

DEPARTMENT: Legal Advocacy and First Response

EMPLOYMENT STATUS: Full-Time

WAGE & HOUR STATUS: Non-Exempt

A Woman's Place, the only domestic violence organization in Bucks County, PA, provides comprehensive free, private, and confidential service, support, education, outreach, and advocacy to victims of domestic violence and their children and the community.

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman's Place are rooted in and guided by the following values:

Courage: A Woman's Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

Integrity: A Woman's Place is of sound moral character and adheres to ethical principles.

Respect: A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman's Place analyzes structural social inequalities in order to promote justice.

VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

PURPOSE OF POSITION: To provide high quality and effective legal options counseling, safety planning, resources and support in order to respond to the physical and emotional safety needs of domestic violence victims.

REPORTING RELATIONSHIPS: Reports to the First Response and Legal Advocacy Program Manager.

ESSENTIAL FUNCTIONS:

1. Counsel individuals in person or by telephone concerning incidents of domestic violence. Assist in empowering victims to make informed decisions regarding their safety. Inform service recipients of available legal options and services provided by A Woman's Place.
2. Provide daily legal advocacy assistance in the preparation and filing of Protection from Abuse forms, Contempt Petitions, and other documents through confidential personal discussions, and clarification of incidents of abuse.
3. Provide safety planning and in person court accompaniment as needed in civil and criminal procedures.
4. Record required data about service recipients daily in order to generate needed statistics. Obtain and record weekly PFA court results and follow-up with service recipients.

5. Inform victims of their rights and assist victims of domestic violence in completing and submitting Victim Compensation forms.
6. Liaison between police department and legal systems with victims of domestic violence as needed.
7. Compile daily records required for grant purposes and develop monthly statistics concerning all legal activities for the month.
8. Provide systems advocacy when needed for individual clients.
9. Provide follow-up support services in order to assist victims with stabilizing their lives going forward.
10. Provide on call support as needed

OTHER FUNCTIONS:

11. Adhere to the confidentiality policy and other policies of A Woman's Place.
12. Contribute to the positive environment of the agency.
13. Provide transportation when necessary.

CRITERIA/REQUIREMENTS

1. Commitment to AWP's Values, Vision, and Mission statements; self-motivation; self-discipline; and excellence.
2. Adherence to the Personnel Policies of AWP.
3. Successful completion of Domestic Violence Direct Service Training Course and continuing education requirements as outlined in AWP's Personnel Policies.
4. Ability to understand and work with diverse populations.
5. Honesty and trustworthiness in all relationships.
6. Emotionally resilient and able to withstand pressure on an on-going basis.
7. Reliable transportation.

EDUCATION:

1. Bachelor's degree preferred in a related field and/or
2. Two years' work experience