

**Center for Domestic Peace
JOB ANNOUNCEMENT**

TITLE:	Bilingual Preferred (Spanish) Legal Systems Advocate
HOURS:	Monday to Friday, 9am – 5pm, (Some Evenings and Weekends)
COMPENSATION:	\$28.85-29.35 per hour* (\$60,000 with additional \$1,040 per year bilingual differential)
BENEFITS:	Vacation, medical, vision and dental package
UNION:	Yes, with dues
JOB STATUS:	Non-exempt
START:	Immediately

* Applicants not meeting minimum requirements may be considered a per annum reduction of \$2,500 - \$5,000 for up to six months while receiving job training.

CENTER FOR DOMESTIC PEACE is a nonprofit organization, in existence now for 43 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and/or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and/or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelter; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

Legal Systems Advocate: This position is for an experienced Legal Systems Advocate who will support victims as they navigate criminal, civil and other legal proceedings. The Legal Systems Advocate is supervised by the Legal Systems Advocacy Program (LSAP) Case Manager. The Advocate will prepare and accompany victims for legal proceedings, review legal documents, provide orientation of the systems, interpretation to victims, conduct up-to-date safety planning and risk assessment. The Legal Advocacy program assists victims, one-on-one, with safety planning, peer support, accurate information on domestic violence, resources and referrals, problem-solving and accompaniment.

PRIMARY JOB RESPONSIBILITIES

- 1) Make immediate contact with victims of a domestic violence crime to offer:
 - A) Support services and advocacy.
 - B) Support in gaining an understanding of their legal rights and how the various legal systems (criminal, civil, immigration and child protection) interact.
 - C) Guidance as they determine their needs and develop options.
 - D) Accompaniment to legal, criminal justice, court, child protection appointments.
- 2) Monitor the batterer's criminal case and assist victims in voicing their needs and concerns within the criminal justice system.
- 3) Assist victims in understanding and navigating prosecution of their cases, including how they are being perceived by different legal systems as they determine their next steps.
- 4) Identify unintended consequences and barriers as they occur case-by-case and develop solutions and options with the LSAP Program Case Manager.
- 5) Provide advocacy in various off-site locations throughout Marin County as requested.
- 6) Provide crisis intervention counseling, safety planning, and information about domestic violence.
- 7) Provide referrals to community resources.

- 8) Assess the children's needs and make appropriate referrals.
- 9) Maintain positive working relationships with prosecution, law enforcement, courts, child protection, and other County agencies.
- 10) Upload documentation as required.
- 11) Follow procedures and maintain absolute confidentiality regarding records and communications with participants.
- 12) Assist the LSAP Program Case Manager in tracking data for evaluation of program outcomes.

QUALIFICATIONS AND REQUIREMENTS

- 1) Fluent bilingual in English and Spanish, both written and oral preferred.
- 2) 2 years' experience providing legal advocacy for domestic violence victims, from 911 to case disposition in the criminal justice system OR 3 years related experience, education, or training in a related field.
- 3) 2 years' experience and advanced knowledge of domestic violence civil court proceedings.
- 4) 2 years' experience prepping victims for court proceedings, including review of the following court documents: restraining orders, custody papers, divorce papers and child support forms.
- 5) 2 years' experience and advanced knowledge of supporting victims through the Immigration processes.
- 6) Comprehensive understanding of the scope and impact of child protection processes.
- 7) Overall understanding of how different legal systems interact throughout the criminal and civil justice systems.
- 8) Successful completion of a certified domestic violence counselor training course.
- 9) Excellent crisis counseling skills.
- 10) Current knowledge of best practices for safety planning and risk assessment.
- 11) Excellent writing and communication skills.
- 12) Understanding of the peer support model and Center for Domestic Peace feminist analysis of domestic violence.
- 13) Familiarity with Marin-based social services network preferred
- 14) Computer skills: comfortable with Office 365 applications including SharePoint and OneDrive collaborations and storage, MS Word, Excel, PowerPoint, and Outlook calendar.
- 15) Experience in data entry and use of software, Salesforce preferred.
- 16) Resourcefulness, flexibility, self-motivation, and ability to inspire enthusiasm and participation.
- 17) Valid driver's license and auto insurance with liability minimum of \$100k (per person)/\$300k (per occurrence), and access to a car during working hours.
- 18) Flexible work schedule.

CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYEE

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. Applicants may obtain a copy of C4DP's Equal Employment Opportunity and Cultural and Linguistic Competency Policy on request.

TO APPLY:

**Submit a resume and detailed cover letter to (no calls please)
Legal System's Advocacy Case Manager at:**

lque@c4dp.org