



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Legal Advocate	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Valley Crisis Center	Travel Required:	Yes
Level/Salary Range:	\$16.50	Position Type:	Full-time; 40 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Program Coordinator		
Benefits:	12 Paid holidays, 128 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision and Retirement Benefit Options.		

Applications Accepted By:	
E-mail: denise@alliance4you.org	
Subject Line: Attention: Human Resources	

Job Description

Role and Responsibilities

Assists clients who have experienced domestic violence or sexual assault with crisis intervention, assessment, restraining orders, legal advocacy, and case management and assisting with community outreach and education. Bilingual (Spanish, Hmong, Punjabi) and bicultural preferred. Must have a clean driving record and have had a driver's license for at least 5 years.

Legal Advocacy and Assistance:

- Assesses clients' current and long-term needs, including advocacy needs in criminal court, family court and civil court.
- Serves as a liaison between the client and community resources or agencies.
- Accompanies and transports clients as needed to medical, law enforcement appointments to seek help with crime related, and significant incident situations.
- Provide assistance with restraining order/custody papers.
- Provides court support and general information regarding the criminal justice system, acts as court escort and provides information on the status of the client's case.
- Provides support during the mediation process.
- Prepares correspondence on behalf of clients to service providers.
- Provides legal advocacy services in rural areas of the County as needed.
- Mentors clients to write their own correspondence.
- Attends Public Policy Meetings and Domestic Violence response team case staffing as needed.

Crisis Intervention and Assessment:

- Responds to victims of crime to reduce levels of trauma and provide support during assessments and crisis intervention.
- Conducts assessments and intakes to best assess client needs.
- Provide short-term peer counseling during assessment period.
- Facilitates referrals to individuals to appropriate services (shelter, domestic violence and sexual assault response team, counseling, groups, etc.) or community resources for additional assistance and counseling.
- Provides transportation for clients, when requested by a supervisor.





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Case Management:

- Assesses clients' current and long-term case management needs.
- Serves as a liaison between the client and community resources or agencies.
- Accompanies and transports clients as needed, case management appointments, mental health, human services, etc.

Community Outreach/Education:

- Assists in organization and implementation of community events as needed (fundraising and awareness raising events).
- Assists in development of educational and awareness materials, as time allows.

Other Duties:

- Although conducting legal advocacy, assessments, and crisis intervention are the primary responsibilities of this position, other duties will be assigned based on case load and need.

Qualifications and Education Requirements

Leadership/Professional Qualities Required:

- Maintains the confidentiality of client information included in files, conversations or obtained from written sources.
- Adheres to Alliance values and mission.
- Engages in professional development.
- Shares information and knowledge pertaining to services for clients and community resources with others.
- Represents Alliance in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.

Knowledge of:

- Computers and Software Programs (Word; Excel; Internet)
- Domestic Violence and Sexual Assault Service Delivery
- Crisis Intervention and Peer Counseling Techniques
- Criminal justice system and community resources

Ability to:

- Communicate effectively orally and in writing with individuals and groups.
- Organize and prioritize tasks according to deadlines and client needs.
- Work effectively with limited supervision, high stress and rapidly changing situation and circumstances.
- Demonstrate sensitivity to the cultural/ethnic diversity of the service population.
- Supervise volunteers from various backgrounds and levels of experience.

Education/Experience:

- High School Diploma/GED with two years' work or volunteer experience in the field of social services.

Physical Requirements:

- Facility to see read and distinguish instructional material, rules and policies and other printed matter.
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead.
- Physical agility to push/pull, squat, twist and turn.





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- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments.

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a **valid driver's license for 5 years** and DMV clearance.

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	11/25/2015	Revised Job Description Date:	

**** Upon Hire, this will be signed and dated by the applicant. ****

Signature

Date

