



Legal Advocate/Community Relations Liaison

Job Description

General Description

The Legal Advocate/ Community Relations Liaison (LA) is responsible for providing intervention to victims that do not require the assistance of an attorney barred under the State of Georgia. The LA provides remedies and support to victims of domestic violence, stalking and sexual assault in Douglas County. The LA will work collaboratively with government, non-profit agencies and faith based communities to be proactive in creating a safe and secure environment for victims in Douglas County. The LA will assist the Legal Advocacy Coordinator as well as assist the Executive Director in community relations, volunteer recruiting and fundraising events. In addition, the LA will be responsible for community training seminars, and training of direct service staff and volunteers.

Specific Duties:

- Inform and assist eligible victims with preparation and filing documents for the Crime Victim's Compensation Program and track the application process and keep victim updated on the progress.
- Assist victims in filing Protective Orders, or obtaining Stay Away Bond Conditions.
- Educate victims about the criminal justice process in an effort to give them a better understanding of the legal process and their rights as a crime victim.
- Conduct a written or verbal lethality assessment and safety planning with each client.
- Assist victims in contacting offender's Probation or Parole Officers when appropriate.
- Assist victim in obtaining a warrant for the offender's arrest if no arrest occurred.
- Refer victims to legal counsel with respect to custody, divorce, immigration matters or legal issues as a result of crime.
- File appropriate documentation with the courts.
- Assist and coordinate with attorneys or Board of Immigration Appeals-certified advocate for filing T- or U-Visa paperwork, or a VAWA self-petition.
- Ensure all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate.
- Accompany victims to 12 month hearings and any subsequent hearings associated with protective orders.
- Document follow-up contact with victims.
- Attend Bond Hearing.

- Provide 24-hour victim assistance.
- Maintain current monthly statistics of victims served and any other stats or duties required.
- Collect and assimilate statistical grant information required by grantors of this position.
- On call for shifts not covered by volunteers. This includes after business hours and holidays.
- Identify underserved communities and conduct community events to identify victims of crime and provide appropriate services by taking into consideration culture, religion, and orientation.
- Assist the Executive Director in recruiting and organizing community volunteers.
- Responsible for conducting trainings for DART and SART volunteers.
- Responsible for conducting community event and law enforcement trainings.

Minimum Qualifications:

- Bachelor's degree in psychology, sociology, social work, public health, human services, business administration, or related field. May substitute educational requirement for experience working in social service fields.
- Competent knowledge and understanding of the issues surrounding child abuse.
- Ability to organize and maintain accurate records.
- Excellent communication skills and ability to work with clients of varying ages, cultures and developmental abilities.
- Exceptional organizations, communication, and crisis resolution skills and sustain an inclusive and respectful work environment through all interactions with the team.
- Experience and ability to partner and collaborate with a high functioning team and network of partners.
- Working knowledge of the criminal justice system.

Preferred Qualifications:

- Previous work experience in human services, social services, or mental health.
- Minimum of 1-3 years of professional non-profit experience with direct services with a clear record of meeting goals and standards.
- Strong professional training background and/ or POST Instructor certified preferred.

Job Related Requirements:

- Must have dependable transportation, valid Georgia driver's license, automobile liability insurance.
- Must be able to pass criminal background check.

Hours Required:

- 40 hours per week and as needed crisis intervention. Flex schedules offered for crisis response hours and on call responsibilities.