



## Employment Opportunity: **LEGAL ADVOCATE**

### **OVERVIEW:**

The Legal Advocate is a valuable member of the Community Response Team. They support First Step's mission by providing trauma-informed support, advocacy, and resources to survivors of domestic violence, sexual assault, and stalking.

The Legal Advocate assists survivors seeking protection orders through Personal Protection Order (PPO) process. *The legal advocate does not provide legal advice or representation.*

First Step works hard to create a workplace that is dynamic. We encourage people with diverse identities and experiences who are excited about equity and social justice to apply.

Comprehensive training and supervision are provided to all employees.

**LOCATION:** Predominantly Coleman A. Young Building and First Step's Detroit office, with ability to travel between all agency sites. Hybrid working capacity available after first 6 months of employment.

**REPORTS TO:** Community Response Program Coordinator

**POSITION TYPE:** Full-time, 37.5 hours/week, hourly pay

**PAY RANGE:** \$23/Hour

**SCHEDULE:** Weekdays. Some evenings with an occasional on-call shift, evening or weekend required.

**START DATE:** Immediate

**TO APPLY:** <https://www.firststep-mi.org/jobapplication/>

**No phone calls or emails, please.**

### **RESPONSIBILITIES**

- Provide direct service to survivors seeking a PPO petition
- Act as a liaison between survivors and the civil and criminal justice system
- Empower clients by providing client-specific advocacy, crisis counseling and safety planning
- Meet identified client needs including information, resources and referrals to other service providers as needed
- Ability to work collaboratively with court personnel to enhance systems change and response to domestic and sexual violence
- Willingness to keep Supervisor informed about high-risk client situations
- Accurately maintain client records, service statistics and case examples for reporting purposes
- Consistently and accurately complete entries into agency database
- Assist as needed with the Assault Response Program
- Commitment and ability to represent agency in various community settings
- Support and carry out First Step's mission, vision, and values

### **QUALIFICATIONS**

- BSW/BA in Human Services, Criminal Justice or Public Administration recommended or equivalent experience
- Demonstrated experience in crisis counseling, domestic violence and sexual assault
- Experience and knowledge about court advocacy and procedures
- Experience and ability to work effectively with people from diverse racial, economic, and cultural backgrounds
- Capability to respond to and handle crisis situations effectively
- Must have empathy and passion for working with survivors using a client-centered approach
- Must be able to maintain professional boundaries and comply with all agency policies and procedures
- Proficient in and comfortable with various computer programs as deemed necessary
- Excellent oral, written, and active listening skills
- Ability to lift 30 pounds on occasion
- Bilingual a plus

### **REQUIREMENTS**

Must be at least 18 years old and satisfy criminal background checks, DHHS child abuse registry check, sex offender registry check, driving check. Must have and maintain a valid MI driver's license, excellent driving record, reliable transportation, and current auto insurance. These requirements will be re-checked throughout employment.

### **BENEFITS**

Option for agency provided health, dental, optical insurance after 60 days. Agency provided life insurance and long-term disability insurance after 60 days. Employee Assistance Program. Additional voluntary insurance benefits and Dependent Care FSA available after 60 days. Employer contribution to 401k. Annual PTO and floating holidays. Accrued paid Flex Time. Agency closure days off with pay.