



**Job Title:** Legal Advocate

**Reports To:** Advocate Coordinator

**Hours:** 40 hours per week (flexible schedule required; includes weekdays, occasional weekends, and overnight coverage as needed)

**Salary:** \$21.00–\$23.50/hour + Benefits

**Classification:** Non-Exempt

**Minimum Age Requirement:** 18 years or older

**Background Requirements:** Must pass a criminal background check and pre-employment drug screening

### **About Community Against Violence (CAV)**

Community Against Violence (CAV) works to foster and support a community free from all forms of domestic and sexual violence. CAV provides advocacy, counseling, support groups, children's services, community prevention programs, and outreach. CAV also operates an on-site emergency shelter for adults and their children, as well as short- and long-term transitional housing programs.

### **Position Summary**

The Legal Advocate provides trauma-informed crisis intervention, personal and legal advocacy, life-skills coaching, and peer support to survivors of domestic violence and sexual assault, both in shelter and in the community. This position assists in coordinating the Legal Advocacy Program and ensures high-quality delivery of legal advocacy services.

This role requires participation in a rotating weekly on-call schedule for the crisis hotline, including nights and weekends, and the ability to respond in person within 15–30 minutes when needed.

### **Primary Responsibilities**

#### **Client Advocacy**

- Provide crisis intervention, personal advocacy, legal advocacy, and follow-up services.
- Offer victim advocacy for survivors of domestic violence and sexual assault as needed or requested.
- Provide referrals to community agencies in a timely manner.
- Assist with client follow-up and case closure.

#### **Legal Advocacy**

- Assist the CAV attorney and support legal clients with administrative tasks such as copying and preparing documents.
- Meet regularly with the attorney to review client status, ensure service delivery, and receive assignments.
- Coordinate referrals to the contract attorney.

- Ensure legal services are documented in client files.
- Provide legal advocacy related to court processes and other service needs.
- Track client information and court activity in Magistrate, District, and Tribal Courts; keep clients and the attorney updated.
- Collaborate with other agency victim advocates to maintain updated information on cases.
- Provide support and court accompaniment for clients during civil and criminal hearings.
- Remind clients of upcoming court dates and ensure they understand how to attend; arrive before and depart after the client for safety.
- Attend hearings as directed by the attorney or Advocate Coordinator.
- Coordinate legal services for clients seeking Protective Orders.
- Maintain internal tracking systems for Protective Orders and other court-related documents.
- Follow up with providers to ensure offender compliance with court-ordered requirements.
- Attend meetings, trainings, community events, or other legal/court-related activities as assigned.

#### **Program and Organizational Responsibilities**

- Participate in staff meetings, client staffings, and required in-service trainings.
- Attend outside trainings and conferences as directed.
- Become knowledgeable about all CAV programs to ensure effective referral and case management.
- Provide coverage for the crisis hotline during assigned shifts, including nights and weekends; respond to crisis calls promptly.
- Provide client transportation as needed.
- Complete all required client documentation, organizational paperwork, and reports in a timely manner.
- Participate in ongoing training to build and maintain advocacy skills.
- Engage in situational supervision and reflective practices related to trauma exposure.
- Participate in at least three agency events annually.
- Maintain strict client confidentiality.
- Be cross-trained in other CAV support services.
- Perform other duties as assigned by the Advocate Coordinator, Client Services Program Director, or Executive Director.

#### **Minimum Qualifications**

- High School Diploma or GED.
- Any combination of education and training with the target population, or two (2) years of relevant experience in a human-service-related field.
- Must be 18 years or older.

- Completion of forty (40) hours of domestic violence/intimate partner violence training within three months of hire.
- Additional training as required by grantors and agency policies.
- Minimum of twenty (20) hours of ongoing training per year related to the target population (may include NMCADV, CSVANW, VOCA, or VAWA trainings).

**Preferred Qualifications**

- Bilingual (English/Spanish or English/Tribal languages).
- Bachelor's degree in social work, human services, or other related field
- Previous experience providing advocacy to domestic violence or sexual assault survivors.

**Equal Employment Opportunity Statement**

CAV is an Equal Employment Opportunity Employer. All individuals are eligible for employment, promotion, or discharge without regard to sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV strictly prohibits retaliation against any employee or client who files a grievance, makes a complaint, or raises concerns regarding discrimination.