



**Posting Date:** November 1, 2024

**Position Title:** Legal Advocate – Family

**Classification:** Full-time, Non-exempt

**Location:** In-person – Rockland County, NY – New City, NY

**Reports to:** Supervising Attorney, Family & Matrimonial Law

**Anticipated Start Date:** ASAP

The Legal Advocate provides advocacy for survivors of domestic violence, including providing support, information, and court accompaniment for civil, criminal, and other court-related matters. The Advocate also provides support for the agency’s attorneys, and coordinates Family, Supreme, or other Court matters for the agency’s clients.

**This is a full-time, 35-hour per week, non-exempt position** that reports to the Supervising Attorney, Family & Matrimonial Law.

#### **YOU’LL BE RESPONSIBLE FOR:**

- Providing services in a manner that is survivor-driven and specific to the needs and priorities of each survivor.
- Advocating for survivors in Family Court matters, including assisting them with their cases, informing them of their rights, options, and possible outcomes, and providing guidance, referrals, and court accompaniment.
- Interfacing with the Judges, Court Clerks, Assistant District Attorneys, Attorneys, Police, and Probation Office to provide support and ongoing information to survivors.
- Assisting survivors in filling out court related paperwork for court submission, including but not limited to: Petitions, Information Registry Forms, 18B applications, SCU addendums, and Address Confidentiality Affidavits.
- Under attorney supervision, preparing legal forms, and other writings in connection with legal proceedings.
- Conducting legal intakes, conflict checks, prescreens, and providing safety planning.
- Maintaining accurate files and applicable Apricot notes.
- Developing ongoing relationships with other departments within and outside the agency to provide a holistic approach in working with survivors.
- Working with the agency’s attorneys to assist clients with their legal needs and to help ensure all court deadlines are met, documents are filed and submitted to court in a timely manner.
- Being punctual in returning phone calls, answering client questions, and scheduling client meetings.
- Coordinating client services with other agency programs, including with advocates from other programs, to ensure holistic services.
- Keeping updated and current on relevant issues by attending substantive trainings and staff meetings.
- Complying with the legal team policies, procedures, and best practices.
- Other duties as assigned.

## YOU MUST HAVE...

- An associate's degree in psychology, Criminal Justice, Sociology or a related field, plus 1-2 years of related experience required; bachelor's degree preferred.
- Experience/familiarity with the court system.
- Bilingual Spanish/English fluency (speaking, reading and writing) a plus.
- The ability to work in a fast paced, crisis-oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines.
- The ability to work collaboratively in a multi-disciplinary environment.
- The ability to attend all agency-required trainings, including a weeklong onboarding training at the Residential Shelter.
- While performing the duties of this job, the employee must possess the ability to communicate with staff and clients. Some occasional lifting may be required (please speak with Human Resources to request accommodations).
- A valid driver's license and access to reliable, insured transportation are required.

**YOU'LL BE SUCCESSFUL IF...** As a passionate advocate for social justice, you adopt an anti-racist and anti-oppression lens to understand gender-based violence. You recognize that victims and survivors come to the Center while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression. You are flexible and work well as part of a team and independently. You have excellent time-management skills and a demonstrated ability to multi-task. You are accountable for doing what you say you are going to do.

**TEAM OVERVIEW:** The Center's Legal Advocate is a key position within the Legal Services team. The Advocate works closely with our colleagues in all the other departments, providing a holistic range of supports for individuals and families experiencing domestic violence, sexual assault, human trafficking and other crimes. This position furthers the Center's mission in accordance with our [mission, values and vision](#).

**ORGANIZATIONAL OVERVIEW:** At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

The Center is a 501(c)(3) nonprofit organization, responding to domestic violence, sexual assault, human trafficking and other crimes in Rockland County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

**GREAT BENEFITS AND PTO PACKAGE:** The Center's employees enjoy a generous health benefits package that includes medical, dental and vision care. We offer additional benefits at no cost to the employee, which reflects a commitment to the future well-being of our employees. PTO and self-care are important to us and we offer a comprehensive PTO plan that includes a minimum of 34 days and 12 holidays. 401k available.

**SALARY:** \$55,000 - \$60,000 (depending on language proficiency)

**APPLICATION INSTRUCTIONS: NO PHONE CALLS PLEASE.** Applicants may **email, mail or fax resume** and cover letter stating why you are interested in this position and including your salary requirements and why you are passionate about our mission and how your experience aligns with the requirements of the CASS Department and Training Outreach Education and Social Change.

**Email:** [humanresources@centersc.org](mailto:humanresources@centersc.org)

**Subject line must read:** Legal Advocate – Family

**Mail:** Center for Safety & Change, 9 Johnsons Lane, New City, NY 10956

**Fax:** (845) 634-3396

*Center for Safety & Change values you, your growth, and your contributions. The Center believes that an effective, broad-based movement for social transformation must be rooted in anti-racist and anti-oppression principles as we work towards a more just and equitable society. BIPOC, people with disabilities, and members of the LGBTQ+ Community are encouraged to apply. The Center's policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.*