



# Bay Area Turning Point, Inc.

<b>Job Title:</b> Legal Advocate B	<b>Job Code:</b>
<b>Department:</b> Client Services	<b>Reports to:</b> Advocacy Manager
<b>Effective Date:</b>	<b>FLSA Status:</b> Non-Exempt

## **POSITION OVERVIEW**

**HOURS:** 40 Hrs. weekly minimum, including some evenings, or as necessary to achieve program objectives, tasks, supervision of volunteers, direct service for the agency's 24 – hour hotline. Effectively document outcome measures & variances, and provide direct service support to the 24 hour Advocacy and Outreach Program.

**Work Schedule to Include:** 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Thursday; 12 – 8:30 pm

## **ESSENTIAL FUNCTIONS:**

- Provide direct advocacy, assistance, and follow-up to victims/secondary victims of domestic violence 50% of the time and/or sexual assault 50% of the time to include crisis intervention services, legal advocacy services, victim accompaniments, workshop(s) facilitation, safety planning, assistance with CVC applications, VINE set up and information, protective order assistance, outreach education, community presentations, and information and referral services.
- Assist Residential and Non-Residential clients in determining and meeting their needs, to include safety planning and developing service plans.
- Assist in facilitation of Family Violence/Sexual Assault Education Class
- Be knowledgeable of grant objectives and goals and prepare reports as requested to include dedicating 50% of time to Sexual Assault Services.
- Provide crisis intervention via the 24-hour hotline and face-to-face
- Assist victims via the 24 hour crisis hotline.
- Maintain client records.

## **RESPONSIBILITIES:**

- Rotate with staff on the on-call schedule.
- Ability to work non-traditional work hours.
- Consult any critical situations with the supervisor
- Establish positive working relationships with police, hospitals, schools, and criminal justice systems.
- Assist in weekly presentations and assessments with the District Attorney's office.
- Conduct client assessments to include individual support, advocacy, referrals, safety planning, transportation and follow-up.
- Assist with the weekly retrieval of police stats for assigned departments.
- Rotate in performing non-emergency accompaniments to court, medical, and law enforcement agencies.
- Assist clients in obtaining safe refuge from abusers by offering shelter assistance.
- Assist in weekly presentations and assessments with the District Attorney's office.
- Conduct client assessments to include individual support, advocacy, referrals, safety planning, Protective Orders, CVC and VINE processes and follow-up.
- Conduct follow up appointments to assist clients in maneuvering through the case management and legal process to include assisting with filing charges, completing victim impact statements, and going to court hearings.
- Assist in providing educational materials to other agencies, local businesses, police departments, hospitals, schools, and libraries.
- Adherence to BATP Confidentiality Policy and the Agency's Mission Statement of Philosophy.
- Assist with Community Awareness Events for Domestic Violence and Sexual Assault.

- Represent the agency in public presentations, professional trainings, awareness activities, and at member/group coalition
- Assist with the training and supervision of agency volunteers as requested

**REQUIRED SKILLS/QUALIFICATIONS**

- Minimum of a 4 Bachelor’s Degree or 4 years of experience in social services
- Computer knowledge of programs
- Ability to communicate effectively, both oral and written.
- Attention to detail and accuracy in records keeping.
- Ability to make independent decisions to benefit clients, staff and the agency
- Manage multiple tasks and prioritize changing work and caseload.
- Ability to maintain confidentiality.
- Knowledge of community and volunteer relations
- Remain calm in a crisis.
- Sensitivity and knowledge about the issues of inter-personal crimes of FV/SA
- Ability to understand the agency and its services/programs.
- Ability to be on location to on-call status areas within 45 minutes.
- Must have clean driving record and be insurable.
- Must have at least 2 years of verifiable driving experience.
- Must provide and maintain valid proof of personal automobile insurance.
- Must have ability to lift/carry/move a minimum of 40 lbs for an extended distance.

**I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

8/26/2015; 8/2016; 3/2018  
**Legal Advocate B**

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HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	3/27/2018

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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