



JOB DESCRIPTION

JOB TITLE: DV Legal Advocacy and Outreach Manager

STATUS: Exempt

DEPARTMENT: Housing/Broadview Shelter

SUPERVISOR: Program Director

FTE: 1.0

GRADE: 106

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency and encourage staff to fully engage in those activities

JOB SUMMARY: Broadview is a 24-hour facility providing emergency shelter (10 units), transitional housing (21 units) and support services to women, children, and youth whose lives have been disrupted by family violence, substance abuse, inadequate medical and mental health care, long periods of family separation, child abuse and neglect and poverty. Support services include on site crisis intervention, case management and advocacy-based counseling, legal advocacy, information and referral, and long-term stabilization services.

The DV Legal Advocacy and Outreach Manager is responsible for administration leadership and supervision of staff who work with survivors, this includes safety planning, completing intakes and assisting clients with housing stability. Specifically, this position will support the legal advocacy services program as well as outreach related to receiving clients for transitional housing or emergency hotel support. Direct service to the clients will also be part of the routine tasks. The position is responsible for determining program case load capacity, providing staff supervision and guidance, maintaining client files,

and supporting clients with resources, including being on-call. On-call typically means 24 hours per day for up to a week at a time, one week per month.

ESSENTIAL RESPONSIBILITIES, DUTIES AND TASKS:

- 40% Lead management of DV Legal Advocacy Program which includes training and supervising DV Legal Advocacy staff that support both new or current DV clients seeking protection orders, parenting plans, safety planning, dissolution of marriages, civil standbys, identity changes, court room accompaniment, and hearing preparation on behalf of victims of domestic violence and supporting the Broadview DV legal advocate with shelter and transitional clients. Management of the DV Legal Advocacy Program will also require administrative duties related to contract compliance and implementation, data analysis and quality, and budget management.
- 35% Build partnerships/collaborations with community domestic violence services and coalitions including DVCHAP and related partners to bring in relevant Transitional Housing client candidates, the King County Bar Association, immigration attorneys, child protective services, court-based legal advocates, law enforcement and family court services. Support domestic violence outreach education including the annual domestic violence public awareness campaign.
- 15% Maintain and implement procedures regarding outreach to clients requiring emergency hotel support. Provide case consultation to case managers and advocates as needed and ensure adherence to procedures with regular review of client data and relevant budgets.
- 5% Work to foster an atmosphere of support and safety for residents, staff, and volunteers. Help maintain order and security in the buildings and communicate/enforce program policies and procedures.
- 5% Participate in program, department and agency meetings and relevant training as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EDUCATION and EXPERIENCE:

Requires the following:

- a) Five years' experience providing domestic violence support and legal advocacy services to women and children and one year supervising staff.
- b) 2 years DV Advocacy experience and Court experience
- c) Bachelor's degree.

Also requires:

- Experience with crisis intervention, conflict resolution, case management services with women and children and domestic violence support group facilitation.
- Paid and/or volunteer work experience with emergency shelters, transitional housing programs, and/or other residential programs.
- A valid driver's license, and willingness to drive program van as needed throughout King County.

- Minimum of 50 hours of domestic violence training that covers theory and implementation of empowerment-based advocacy, history, confidentiality, safety planning, etc. (WAC 388-61A-0350)

MINIMUM QUALIFICATIONS:

- Excellent communication skills, both oral and written.
- Good organizational and record keeping skills, including the ability to maintain accurate and confidential files.
- Excellent problem solving, facilitation and conflict resolution skills and ability to exercise considerable independent judgment and skill in handling emergency situations.
- Knowledge of principals of domestic violence, familiarity with issues of homelessness, child abuse and sexual assault, knowledge of local resources available to assist children, youth and women impacted by these issues.
- Basic knowledge of Microsoft 365.
- Positive work ethic, willingness, and ability to allow for a flexible schedule, including being on-call. On-call typically means 24 hours per day for up to a week at a time, one week per month.
- Ability and willingness to work individually in a self-directed manner and as part of a team.
- Willingness and ability to work with people from a variety of racial, cultural, and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.

DESIRED QUALIFICATION: Bilingual in Spanish.

Anti-Racism Initiative (ARI) Expectations:

- Foster discussion and learning among staff to better understand and dismantle institutional racism.
- Abide by and support agency-wide efforts to incorporate anti-racism principles and cultural competency and standards into all hiring processes and performance evaluations.
- Enhance personal skill development as well as guiding managers and supervisors in their own skill development.

PHYSICAL DEMANDS/WORKING CONDITIONS: This position works in a crisis shelter and transitional housing environment, 95% of the time in the office and 5% in the field. Time in the office is 60% computers, 30% meetings (virtual and in person), 10% workshops, events, conferences. Work may be interrupted by the immediate needs of a client in a crisis. Work involves physical movement throughout the facility and the ability to climb 4 flights of stairs and travel throughout King County. Position requires employee to lift/carry 15-30 pounds seldom, and push/pull 10-20 pounds seldom. Position has the ability to sit/stand as needed.

Hours & Compensations: This is a full-time position paying annual salary **starting at \$81,477.00 plus benefits**. Salary range \$81,477.00 - \$105,920.00. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status