



Job Description

Job Title: DV Legal Advocate

Supervisor: Broadview Domestic Violence Program Director

Department: Residential Services/Broadview Shelter

Union Affiliation: OPEIU
(Associated dues will apply)

Status: Non-Exempt

FTE: 1.00

Salary Grade: 208

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.

- 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.

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 Advocate provides advocacy-based counseling and case management services including assessment, information and referral and goal setting and is responsible for cooperative case planning and coordination of services for residents.

Essential Responsibilities, Duties & Tasks

Legal Advocacy: Provide domestic violence legal advocacy services to current and former Broadview residents including protection orders, parenting plans, safety planning, dissolution, civil standbys, identity changes, court accompaniment, and hearing preparation on behalf of survivors of domestic violence. Also to provide on-site DV advocacy-based counseling and support to the residents of both the shelter and transitional program, including a domestic violence intake and assessment, safety planning, crisis intervention and legal services referrals. Facilitate a weekly on-site domestic violence support group.

Case Management: Provide case management, information, and referrals to residents at both shelter and transitional housing program. Conduct screening, assessment, and intake to admit women, children, and youth into both programs. Provide information and advocacy regarding legal issues, medical care, employment programs, and housing referrals. Act as a liaison between families and community agencies involved with their case and serve as advocate to coordinate services with providers as needed.

Conflict Resolution: De-escalate and mediate resident conflicts, modeling appropriate problem solving. Respond to domestic violence crisis line, providing crisis intervention, safety planning, support, advocacy-based counseling, information and referral to callers seeking assistance. Complete confidential written documentation including resident records, daily logs, weekly goal plans, and overlap information to next Advocate on shift. Maintain clear and accurate case notes of all significant interactions in client files

Safety: 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. Work with staff to maintain cleanliness in resident apartments and office/service areas.

Teamwork: Participate in program and agency meetings and relevant trainings 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. Percentage of time spent on responsibilities varies based on shift worked.

Education & Experience

Requires the following:

- a) Three years of direct social service experience, including at least one year of experience serving low-income women, children and youth.
- b) Bachelor's degree in a related field. Additional two-years of relevant experience may be in lieu of degree.

Minimum Qualifications:

- **A minimum of 20 hours of basic Domestic Violence Training that covers theory and implementation of empowerment based advocacy, history, confidentiality, safety planning, etc. WAC 388-61A-0350**
- 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
- Basic knowledge of Microsoft Word and Outlook
- 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
- Knowledge of services available in Seattle/King County for low-income women, children, and youth
- Experience working with HMIS and Infonet databases or another database system

Also requires:

- Experience with crisis intervention, conflict resolution, child development and case management services with women and children
- Experience providing advocacy-based counseling services to victims of domestic violence

Physical Demands/Working Conditions: This position works in a crisis-oriented shelter environment, 90% of the time with clients and 10% of the time on a computer. Work may be interrupted by the immediate needs of a client in crisis. Work involves physical movement throughout the facility and the ability to climb 4 flights of stairs. Position requires the employee to lift/carry 15-30 pounds occasionally, and push/pull 10-20 pounds occasionally. The position has the ability to sit/stand as needed.

Hours & Compensation: This is a regular, full-time, union position **starting at \$32.14** per hour plus benefits. 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 employees may be eligible for a standard annual increase. The amount may be determined by an employee's union membership.

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.

