**DASI**

Domestic Abuse & Sexual Assault Intervention Services

**JOB DESCRIPTION**

**Position Title:**  Municipal and Superior Court Legal Advocate

**Hours:** Full-time non-exempt, primarily a daytime position with some evening hours and on call SART coverage.

**Supervisor:** Director of Legal Advocacy Services

**Job Summary:** To assist victims and survivors of domestic and sexual violence in obtaining the maximum protection provided under the law and to enable victims of domestic and sexual violence to better utilize the criminal justice system for relief from violence.

The staff person in this position is hourly, therefore eligible for overtime compensation. Telecommuting for all or part of position’s weekly hours may be considered or required**.** The person in this position is an essential employee.

**Responsibilities**

**Direct Service:**

* Provide direct services, including crisis intervention, education, information and referrals to victims of domestic, dating, and sexual violence, stalking, and/or trafficking in a nonjudgmental manner using an empowerment framework.
* Provides legal options, safety planning and procedural information on custody and child support procedures for domestic and sexual violence victims.
* Provide victims with their legal options under the NJ Prevention of Domestic Violence Act.
* Provide victims with educational information on the dynamics of domestic violence in person and on hotline calls.
* Provide victims with court procedural information to prepare them for civil and criminal domestic and sexual violence hearings.
* Accompany victims to domestic violence hearings in municipal and criminal proceeding where they are witnesses for the State of New Jersey.
* Accompany victims to criminal court hearings where they are defendants, when appropriate.
* Accompany victims to civil court proceedings where they are the victims of domestic violence.
* Accompany victims filing for Sexual Assault Protection Orders.
* Assist victims with safety planning.
* Advocate on victims’ behalf as needed to link with appropriate community organizations and resources.
* Monitor trends in the court’s response to victims of domestic violence and bring findings to supervisor in a timely manner.
* Represent DASI to the legal community and articulate the agency’s policies and procedures.
* Maintain a professional demeanor in court.
* Provide shared on call availability and responsibility, 24 hours, 7 days a week for the Sexual Assault Response Team (SART).

**Administrative:**

* Compile and submit monthly statistics in a timely manner.
* Participate in service evaluation process.
* Maintain knowledge of existing resources/explore and share new resources including but not limited to the updating and purging of the agency’s resource files.
* Participate in ongoing domestic violence training.
* Participation in program development.
* Identify trends in client issues and needs.
* Develop and maintain professional relationships with court administrators, municipal prosecutors, and superior and municipal judges.
* Participate in the maintenance of records including but not limited to the purging of files at the end of each calendar year.
* Employee eligible to document in client file.

**Supervision/Support:**

* Recognize need for and seek supervision; use and accept feedback and integrate input into practice. Participate in regular supervision with Director of Legal and Crisis Services.
* Attend agency case conferences, in-service trainings and staff meetings.
* Participate in ongoing professional development and training.

**Program and Agency Support**

* Participate in training and community education as needed.
* Participate on special projects as needed.
* Attend agency functions.
* Participate in upkeep of shared staff areas to ensure a clean, safe work environment.
* Represent DASI to the community and articulate agency philosophy, policies, and procedures.
* Participate/work on one agency major event or committee annually.
* Perform other essential duties as assigned.

**Qualifications:**

* Bachelor’s degree in Criminal Justice Studies or related field preferred, AAS in Legal Assistant Studies or Paralegal with experience in the legal community preferred.
* MS Office software & computer literacy skills required
* Excellent interpersonal, organizational, and written communication skills required
* Able to organize, prioritize, and work independently with minimal supervision
* Flexibility in terms of hours, requires some evenings/weekends
* Demonstrate an openness to work within a strength-based framework of empowerment
* Feminist analysis of domestic and sexual violence and of the economic, social and emotional barriers encountered by survivors
* Commitment to cultural humility, diversity and inclusion required
* Completion of 60-hour domestic violence and sexual assault intervention course within three months
* Valid NJ Driver’s License, proof of current auto insurance, and reliable vehicle available during work hours, driving agency van required at times.

***DASI reserves the right to change job duties and responsibilities as needed due to agency needs******and/or funding conditions or requirements.***

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