

Mid-Coast Family Services

OPENING DATE: 9.20.2021

CLOSING DATE: Position May Close Without Prior Notice

LEGAL ADVOCATE - LEVEL 01

GS-04

FULL-TIME / NON-EXEMPT

REPORTS TO: DIRECTOR OF VICTIM SERVICES

GENERAL DESCRIPTION

This position provides legal information, referral and peer counseling to victims of family violence and assists in the evaluation of program effectiveness

ESSENTIAL FUNCTIONS, JOB DUTIES, AND RESPONSIBILITIES

- Provide legal options for domestic violence/sexual assault.
- Educate and assist in applying for CVC and VINE.
- Maintain current knowledge of judicial processes.
- Assist with obtaining protective orders.
- Maintain effective relationships with TRLA, TAAP, CVC, local LE, and judicial personnel.
- Provide accompaniments to LE, court, forensic exams.
- Conducts client intakes and formulates safety plans for clients in crisis.
- Provides information and referral to victims of family violence.
- Renders legal options and information on rights and victims' compensation.
- Assists clients with obtaining protective orders.
- Assists with presentations and training on domestic violence and sexual assault issues for schools and community groups.
- Provides court accompaniment to clients and provides information and referral throughout court process.
- Provides peer counseling to clients as appropriate and refers to Victim Advocate.
- Coordinates pro-se divorce assistance through other agencies for victims of family violence.
- Assists in reviewing and evaluating program effectiveness, and assists in planning and program development.
- Provides monthly measures to Program Director on clients served.
- Maintains appropriate records.
- Participate in on-call rotation for accompaniments.
- Performs other duties as assigned.
- Inside work environment.
- 10% traveling required.
- Inside work environment.
- Valid Texas drivers license and meet all insurance requirements.
- Ability to position oneself in a bending position, maintain a stationary position, ascend and descend stairs, read, write, observe, communicate, and transport 10 pounds.
- This job description does not cover all duties and duties may change or new duties may be added at anytime, with or without notice.

EDUCATION AND TRAINING

- Associates degree in criminal justice or legal-related field required. Bachelor's degree preferred. Experience may be substituted for education. One to two years experience in a crisis center or family violence shelter preferred.
- Knowledge of community resources.
- Knowledge of family violence issues and dynamics preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to advocate effectively for victims regarding family violence and sexual assault issues.

- Possess a thorough understanding of family violence problems and trends, current approaches in the field, and Texas laws pertaining to family violence.
- Ability to be flexible with work schedule.
- Able to be open minded and committed to teamwork.
- Exhibit a sense of compassion toward clients with a comprehension of appropriate response to needs
- Maintain a working knowledge of community resources.
- Ability to organize workload, set priorities, and follow through tasks to completion.
- Excellent verbal and written communication skills.
- Ability to problem-solve, work independently, and provide crisis intervention when needed.
- Ability to project a positive, enthusiastic and confident image; with strong interpersonal skills.
- Must be able to sit or stand for extended amounts of time.
- Strive to achieve complete knowledge of all MCFS services.

Applications are available at Mid-Coast Family Services, 120 S Main, Suite 175 and can be downloaded from the MCFS website. For complete details regarding the duties of this position you may request a copy of the job description from Human Resources. This position is open to any person meeting the minimum qualifications as outlined in the current job description on file in Human Resources.

MCFS does not discriminate on the basis of disability in the admission to, or access to, or treatment or employment in, its programs or activities. MCFS invites applicants to disclose any need for accommodation in the application process.

MCFS is a drug free, tobacco free work-place. Offers of employment with MCFS will be tentatively based on successfully completing and passing required screening.

Please contact Human Resources for further information

MCFS is an Equal Opportunity Employer.