

Position Opening
Full Time, Non-Exempt
Legal Advocate – Latah County
10/6/2020- until filled

ATVP is a not for profit organization that serves both Whitman County, Washington and Latah County, Idaho, offering direct services to victims and survivors of domestic, sexual violence, child abuse and stalking, along with community education programming. We are seeking a [Legal Advocate to serve Latah, Idaho](#) to provide a variety of direct and coordinated domestic violence services, and related oversight, public education, public education and outreach under the direct supervision of the Coordinator of Domestic Violence Services including the following:

- All applicants must be familiar and agree with ATVP's mission statement and philosophy regarding support to survivors.
- ATVP is an equal opportunity employer and our agency is committed to a culturally and ethnically diverse work place.

Position: [Legal Advocate – Latah County](#)
 Reports to: Coordinator of Domestic Violence Services
 Terms: Non-Exempt. Full time (40 hours per week).
 - Eves and weekends will be required at times.
 Starting Rate: \$15.45 DOE
 Benes: Paid holidays, vacation and sick. Employee Assistant Program available.
 Location: The position is based in Moscow, ID.

Application Information:

A description of the positions follow. The full job description is attached. The following materials are required for application and will be considered an example of your communication skills and evaluated as part of the screening process.

The application consists of:

1. Cover Letter.
2. Essay. (limit 1 page) Please address how your background, experience and personal philosophies are applicable to this position.
3. Chronological work/education experience Resume.
 - a. Whether paid or volunteer
 - b. Hours worked
 - c. Reason for leaving each position.

All items must be submitted for applications to be considered complete. *Incomplete applications will not be considered.* [Opened until filled.](#)

Submit completed applications to, Associate Director via:

- (1) **Mail** ATVP, PO Box 37, Pullman, WA 99163, or (2) **E-Mail (Single PDF)** asst.director@atvp.org.
 Email is preferable.

Responsibilities and Duties:

1. Perform all work in a culturally responsive manner consistent with ATVP's mission statement.
2. Provide legal advocacy, education and referrals to victims and survivors.
3. Task force and workgroup participation for purposes of public relations and coordination of community services.
4. Compile and report statistical data for grantors.
5. Participate in the provision of direct services as back up to other staff and volunteers.
6. Rotate availability for night, weekend and holiday coverage of and response to emergency staff back up.
7. Maintain on-going training hours in accordance with agency standards.
8. Maintain agency and client confidentiality as required by ATVP policy.

Minimum Qualifications:

1. Ability to be diplomatic and tactful while maintaining a strong victim advocacy perspective.
2. Ability to provide services in line with ATVP's stated mission that supports autonomy and self-determination for survivors.
3. BA in relevant field or equivalent work experience.
4. Ability to work collaboratively with others at different levels.
5. Strong communication skills.
6. Self-starter.
7. Ability to embrace a team philosophy.
8. Strong computer skills.
9. Be available to work some evenings and weekends.
10. Current driver's license and insured vehicle.
11. Ability to pass a criminal federal and state background checks.
12. Must be a resident of Whitman or Latah County.

Desired Background:

1. A minimum of two years direct service in the domestic violence and/or sexual violence advocacy field.
2. Professional experience in providing criminal justice work and or victim services.
3. Bilingual/bicultural.
4. Advanced degree in criminal justice/human/legal services.

Physical Demands:

1. In performing the essential duties of this job, the employee will frequently move about inside the office to access file cabinets, office equipment, office shelves, etc. They also will externally move about to support clients with appointments and other needs.
2. Constantly operate a computer and other office equipment, such as a calculator, copy machine.
3. Transportation of clients and items necessary for client services.
4. Occasionally move audio/visual equipment, outreach/training materials, and office supplies weighing up to 25 pounds.

Alternatives to Violence of the Palouse

Mission: ATVP empowers individuals affected by domestic violence, sexual assault and abuse and stalking. We work to create a safe and equitable community through education and prevention.

Vision: We envision our community being safe, equitable and free from oppression.

Inclusion Statement: ATVP affirms the right of each person to live without fear of the threat of violence. We recognize that all forms of oppression create a climate which enables gender based violence. We honor and advocate for individual autonomy and self-determination for members of our community. We believe that education is the foundation of creating a safe and equitable community, and the inclusion of youth is imperative for sustainable social change.

Tag Line: Educate. Empower. Prevent.

LATAH COUNTY LEGAL ADVOCATE JOB DESCRIPTION

Alternatives to Violence of the Palouse

The Legal Advocate will provide a variety of direct and coordinated legal advocacy services, and related administrative and public education services under the direct supervision of the Coordinator of Domestic Violence Services both in the Moscow Office and Latah County Courthouse, including the following:

1. Provide direct advocacy and legal advocacy services to ID domestic violence and sexual assault clients, including (but not limited to):
 - (a) Advocacy-based counseling and referral; assessing individual needs and options; facilitate clients' awareness of the affective, behavioral, and cognitive effects of their experience and enhance their ability to cope/adjust;
 - (b) Legal advocacy assistance including accompanying clients to court; explaining legal processes and options; coordinating related transportation of clients by volunteer advocates/interns as necessary; assisting with the completion of necessary paperwork; and conducting follow-up when appropriate. Legal advocacy also will include assistance with domestic violence and sexual assault cases including, reporting to law enforcement, seeking protection orders, criminal prosecution, victim/witness support, divorce, custody and parenting plans, crime victim compensation claims/appeals, obtaining legal counsel, address confidentiality assistance, victim impact statements and related medical advocacy.
 - (c) Direct assistance also will be provided to clients in residence at the shelter; crisis intervention evenings/weekends to clients on the Hotline or in-person as back-up under unusual circumstances;
 - (d) Coordinate with the Coordinator of Domestic Violence Services, and Shelter Staff to ensure appropriate legal advocacy services to domestic violence clients in shelter and community; **[E]**
2. Train and mentor staff, advocates, and interns who provide legal advocacy services; provide pre- and in-service training to staff, advocates, and interns regarding legal advocacy procedures and expectations; develop and present related training for other agencies; prepare and update training materials as appropriate; **[E]**
3. Compile monthly/quarterly statistics related to legal advocacy including entering all information for according to agency standards and into the appropriate database; preparation of related progress reports for funding/contracting agencies; provide the Executive Director and Associate

Director with at least quarterly and annual statistical summaries of legal advocacy services; [E]

4. Serve as an agency representative and lead for the Latah County Protocols team; collaborating, maintain and cultivate relationships with team members; [E]
5. Document all direct services provided as required by policy; [E]
6. Maintain and foster community and inter-agency relationships and coordinated services related to legal advocacy and related agency operations, including: liaison with area law enforcement agency leadership and officers, prosecutors' offices, court staff, judges, and legal services providers in ID; arrange routine and special need meetings/discussions/case conferences and participate in legal advocacy community/agency liaison functions as appropriate; all related activities will be fulfilled as directed by the Executive Director and Associate Director; [E]
7. Work to increase access to and the extent of legal advocacy services, provided by ATVP, including efforts to enhance official reporting and willingness to prosecute; participate in the development and coordination of other legal advocacy and related services as appropriate; [E]
8. Participate in staff meetings, management meetings, and case conferences; attend monthly advocate meetings as necessary; facilitate the occurrence of regular legal advocacy staff coordination meetings; inform the Associate Director or Executive Director of appointments, assignments, and progress/status on a regular basis; [E]
9. Participate in educational sessions (including self-directed study) for purposes of professional development to ensure current knowledge and skills and compliance with statutory/accreditation/ program standards mandates, including changes in Idaho statutes and related agency policies and procedures; [E]
10. Prepare new and update existing legal advocacy and related ATVP brochures, public education materials, and legal advocacy reference materials; ensure availability and knowledge of current domestic violence, sexual assault, stalking, and harassment statutes in ID; [E]
11. Participate in the back-up rotation of the office cell phone to ensure staff availability in emergency situations; [E]

12. Ensure that all clients and staff providing legal advocacy services understand that services provided do not include legal representation or advice; [E]
13. Maintain agency/client confidentiality as required by ATVP policy; [E] and
14. Other duties as assigned. [E]

NOTE: Some evening, weekend, and holiday hours may be required. Availability of transportation, a valid driver's license, and minimum required auto insurance are required to be able to fulfill job responsibilities.