

## **Transitions of PA Job Description**

**Position:** Legal Advocacy Coordinator

**Supervisor:** Programs Director

**Classification:** Exempt

### **Summary**

The Legal Advocacy Coordinator specializes in legal advocacy services, acts as an agency resource on legal issues, and provides direct services to victims and survivors of domestic violence, sexual assault, human trafficking, and other serious crimes. This position interacts with the personnel from the civil and criminal justice systems to promote systems change. The Legal Advocacy Coordinator oversees all programmatic legal advocacy requirements under STOP and is responsible for the supervision of legal advocacy staff, volunteers, and interns. The Legal Advocacy Coordinator is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities. This position is full-time with primarily daytime hours. This position participates in back-up on-call duties.

### **Responsibilities**

1. Provide supportive services to victims and survivors of domestic violence, sexual assault, human trafficking, and other serious crimes.
2. Assist clients with completing *Pro Se* court documents, including Protection from Abuse petitions, Sexual Violence Protection Orders, Protection from Intimidation Orders, and Custody petitions.
3. Accompany clients to court hearings.
4. Assist clients in interactions with the courts, criminal justice professionals, the Victim's Compensation Assistance Program, and private attorneys.
5. Advocate and collaborate with systems including criminal justice professionals and other social service organizations.
6. Screen clients and make appropriate referrals to Transitions Legal Center for civil legal representation.
7. Act as a legal resource in police and criminal justice professionals' training and education programs.
8. Attend STOP meetings and agency collaboration meetings as assigned.
9. Assist in the completion of statistical reports and completes STOP E-grants reports as assigned.
10. Supervise legal advocacy staff, volunteers, and interns and provide oversight to all legal advocacy projects and programs.
11. Keep abreast of changes in laws affecting Transitions' service population.
12. Complete and maintain required documentation, both in Efforts to Outcome (ETO) software and paper files.
13. Assist Outreach Coordinator in training new staff and volunteers on legal advocacy skills.
14. Attend staff meetings and in-service training.

15. Participate in the back-up on-call rotation.
16. Perform other related duties as assigned as allowable by funders.

**Qualifications**

1. **Required:** Bachelor’s degree or equivalent in a related field.
2. Must be knowledgeable about domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
3. Must have demonstrated skill in supervision and leadership.
4. Must have demonstrated skill in overseeing projects and programs.
5. Must use initiative and independent judgement within established policy and procedural regulations.
6. Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, and internet-based programs.
7. Excellent oral and written communication skills.
8. Upon hire, must complete 80-hour Transitions Domestic Violence and Sexual Assault Counselor Training.
9. Must have a valid driver’s license, reliable vehicle, and adequate motor vehicle insurance.
10. Must have Act 34, Act 114, and Act 151 clearances.

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Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

THIS IS NOT AN EMPLOYMENT CONTRACT. MANAGEMENT HAS THE RIGHT TO CHANGE DUTIES, RESPONSIBILITIES, AND WORK SCHEDULES AS NEEDED.