

Transitions of PA Legal Advocate 3 Job Description

Position: Legal Advocate 3

Supervisor: Legal Advocacy Coordinator

Area of Focus: Northumberland County

Classification: Non-exempt

Salary Level: Advocate

Dress Code: Business professional, business casual, or smart casual.

Summary

The Legal Advocate 3 specializes in legal advocacy services, acts as an agency resource person on legal issues, and provides systems advocacy and direct services to victims and survivors of domestic violence, sexual assault, and other serious crimes in Northumberland County. This position will support Legal Advocates 2 and 3 to provide legal advocacy services to victims in Snyder and Union Counties. The Legal Advocate 3 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 and early evening hours. Position participates in on-call duties.

Responsibilities

Direct Services to Survivors

- Provide crisis counseling and trauma-informed, victim-centered support services to adult, teen, and child victims and survivors of domestic violence, sexual assault, and other serious crimes.
- Assist clients in obtaining protection orders and filing for custody, including completing court documents, providing accompaniment to hearings, and offering guidance on state law and local procedures.
- Accompany victims during criminal proceedings against their abuser.
- Refer clients to Transitions Legal Center as needed.
- Provide or arrange transportation to civil or criminal court filings or proceedings related to the abuse or assault.

Systems Advocacy & Collaboration

- Develop relationships with law enforcement, court officials, judges, and other professionals; advocate on behalf of clients to address concerns within those systems.
- Assist with filing for compensation through the Victims' Compensation Assistance Program.
- Act as a legal resource to Transitions' staff, criminal justice professionals, and other social service organizations.

Compliance, Reporting & Documentation

- Keep abreast of changes in laws affecting the service population.
- Complete and maintain the required documentation in Efforts to Outcomes (ETO) software.

Organizational Engagement

- Attend staff meetings and in-service training.
- Participate in the on-call rotation.
- Perform other related duties as assigned, in alignment with funder guidelines and agency needs.

Qualifications

- Required: Bachelor's Degree in Social Work, Criminal Justice, or related field and/or equivalent experience.
- Must be knowledgeable of domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
- Must have demonstrated ability to counsel in crisis situations.
- Must possess excellent communication skills and be computer literate.
- Must possess exemplary customer service skills, including dealing effectively with both other professionals and clients, in-person and over the phone.
- Upon hire, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training.
- Must have a valid driver's license, reliable vehicle, and adequate motor vehicle insurance.
- Must have Act 34, Act 114, and Act 151 clearances.

Signature

Date

Supervisor's Signature

Date

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