Position Description
The Women's Center, Inc. of Columbia/Montour
Legal Advocate

Starting at $15.30 per hour

Job Summary:
This position is a full time, defined as 40 hours per week, non-exempt position. The primary duties are to provide legal options, to prepare and file Protection from Abuse/Sexual Violence Protection petitions and related documents, provide training and guidance to law enforcement agencies, and provide accompaniment for victims of domestic violence and sexual assault. Service provisions rendered at offices located in Columbia and Montour counties. In addition, the Legal Advocate is responsible for providing back up to the hotline as required. On-call duties required. This is a non-supervisory position.

Duties/Responsibilities:

- Provide crisis intervention, counseling, and case management services to victims/survivors.
- Prepare and file pro se Protection from Abuse (PFA), Sexual Violence Protection Orders (SVPO), and related documents.
- Conduct hearing preparation with program participants.
- Accompany victims/survivors during their contact with police personnel, district attorney, legal services, social service agencies and courts.
- Coordinate PFA/SVPO hearings schedule with Hearing Officer.
- Coordinate with Prothonotary and Hearing Officer to ensure prompt signing of PFAs/SVPOs.
- Coordinate with Sheriff's Office to ensure prompt service of PFA/SVPO's.
- Work with County Victim/Witness Coordinator to ensure fair treatment of victims/survivors of domestic violence and sexual assault.
- Coordinate and provide educational legal trainings to law enforcement and criminal justice organizations throughout the community.
- Initiate and complete, in a timely manner, all client related documentation.
- Participate in the on-call system including response to crisis calls and the provision of accompaniment as required.
- Attend all required in-service, supervisory, and staff meetings as assigned.
- Carry out the duties of the position in a professional manner.
- Contribute to a positive work environment.
- Any other related duties assigned by supervisor.

Education/Experience/Skills:

- High School Diploma or GED is required.
- Knowledge of and experience with criminal justice system and civil court preferred.

- Ability to communicate effectively and be organized and flexible.
- Successful completion of the agencies' direct service training within ninety days of employment.
- Must have a valid Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Background Check, and FBI Criminal Background Check
- A valid Pennsylvania driver's license.

Additionally, this position requires the ability to remain calm and professional in a crisis and to relate to participants, staff, volunteers and Board Members with empathy and confidentiality. A commitment to working with victims/survivors, a dedication to the feminist model empowerment counseling, as well as a solid understanding of the issues involved in domestic violence and sexual assault must be demonstrated. This position requires the ability to work with people of diverse backgrounds and the ability to handle multiple tasks. A nonjudgmental attitude is required.