



Job title	Legal Specialist Manager: JD
Reports to	Chief Operations Officer
FLSA:	Exempt; Full-time
Department	Legal Services and Immigration

Job purpose

Under the direction of the Chief Operations Officer, the Legal Specialist Manager provides direct services to survivors of domestic violence and human trafficking and provides legal oversight to the legal services team members. Utilizing a trauma-informed care approach, the Legal Specialist will ensure compassionate care is provided to survivors of domestic violence and human trafficking. In addition, the Legal Advocate will engage in collaborative efforts, community events, and provide trainings and presentations in the community. In addition, the Legal Services Advocate will address the needs identified by the participants, and will be available to meet with participants wherever it is safe and convenient for the participant.

Duties and responsibilities

- Co- coordination and facilitation of Legal Services program delivery
- Establish collaborative relationships with outside agencies and maintain communication with agencies, staff and survivors
- Facilitate trainings for the community
- Interface with local police departments for support on domestic violence advocacy
- Maintains statistical information (advocacy/group sign-in sheets, community meeting sign-ins etc., Apricot, funder data points and tracking sheets); ensures department's statistical information is complete and up to date.
- Co-Supervise and train legal services advocate staff, volunteers and interns
- Provide individualized, flexible, support and advocacy to survivors within the community or at WTLC Center
- Provide information and education about restraining orders, family, civil, and criminal courts, immigration laws, and other legal procedures
- Assist participants with all phases of a civil restraining order, including assessment, form preparation, filing assistance, hearing preparation, court accompaniment to hearings, and other court appointments and follow-up tasks
- Assist participants with U and T Visa applications, VAWA self-petitions, DACA, Adjustment of Status, Citizenship applications and other immigration matters
- Provide survivor-driven advocacy to meet participant needs, such as contact with other service providers and law enforcement, safety planning, identifying options, and problem solving
- Provide referrals to other community resources including pro-bono attorneys
- Maintain accurate, current, and complete case files and notes on each participant
- Keep supervisor informed of high-risk situations in work with participants.

- Adhere to WTLC's policies and procedures at all times, especially around survivor confidentiality and mandated reporting
- Staff the WTLC Hotline on a back-up basis as assigned
- Provide community education as assigned
- Provide professional training to groups such as law enforcement and other partner agencies as assigned
- Establish and maintain collaborative relationships with community partners
- Identify, track, and address legal systems issues in community meetings and special projects
- Participate in staff meetings, conferences, and other meetings as needed or assigned
- Assist with and participate in agency events including outreach and educational activities
- Other duties may be assigned

Qualifications

- JD and experience working within the social services arena.
- Bilingual in Spanish – the prevailing non-English language of participants. Other languages are considered
- Knowledge of issues that affect survivors of domestic violence and their families
- Knowledge of the legal rights of survivors and the civil and criminal legal systems preferred
- Experience serving diverse communities
- Experience in, or knowledge of, crisis intervention and trauma informed
- Effective oral and written communication skills
- Excellent public speaking skills and ability to provide education and training
- Excellent organizational skills
- Ability to work independently and within a team
- Adaptability and flexibility while working in a dynamic work environment.
- California State 40-Hour Domestic Violence and Human Trafficking Training Certified
- Has not been a resident of WTLC or any other domestic violence shelter for three years
- Possession of a current and valid California driver's license, a car, liability insurance which meets California State minimum requirements and an acceptable driving record
- Possession of a working mobile phone with calling and data plan
- Successful completion of a pre-employment background check
- Positive representation of WTLC within the community

Working conditions

Alternate work schedule (4/10) or (5/8) with weekend and some evenings shifts; flexibility to provide coverage on holidays and as needed. In addition, must be available to cover assigned overnight on-call hotline duties.

Physical requirements

Regularly required to sit and use hands to fingers; intact vision abilities required
Occasionally required to lift and/or move heavy objects

Ability to drive.

Equal Opportunity Employment

WTLC is an **equal opportunity employer**. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

TO APPLY FOR THIS POSITION SEND RESUME, COVER LETTER AND THE COMPLETED QUESTIONS BELOW TO info@wtlc.rog

Thank you for your interest in our position at WTLC. WTLC is a trauma informed survivor driven provider and this position provides oversight to our legal immigration services program and program development.

Pre-Screening Questionnaire

Position: Legal Specialist (Manager)

Questions:

1. Why did you leave your last place of employment? Or why are you planning to leave?
2. Why are you interested in applying for this position?
3. What is the pay-range you will accept for this position? Please provide a numerical range.
4. We provide a varied work schedule. Are you willing and able to work flexibly?
5. Are you able to communicate and work with clients whose primary language is Spanish? And any other secondary language?
6. Please provide specific information on your history of working with survivors of domestic violence within the community and prevention efforts?
7. What experience do you have in developing programs supervising staff and working within a trauma informed survivor driven arena?

8. Have you completed the 40 Hour Domestic Violence Certificate program? If so, do you have the certification available?
 9. What experience do you have working within the immigration services and domestic violence law?
 10. Please describe your experience providing legal oversight, research and activities related to victims services.
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