

**Position Title:** Legal Advocate  
**Reports to:** Managing Attorney  
**Hours:** 40 per week. Full-Time, Non-Exempt.  
**Location:** San Luis Obispo County  
**Salary:** \$17-19+ benefits  
**Apply by:** Position is open until filled.

Please submit a resume and a cover letter electronically to [HR@StandStrongNow.org](mailto:HR@StandStrongNow.org). NOTE: Please put "**Legal Advocate**" in the email subject line. No calls. Submissions will be reviewed on an ongoing basis until the position is filled. Visit [www.StandStrongNow.org](http://www.StandStrongNow.org) to learn more about us.

### **Purpose and Responsibilities**

Under the direction of the Managing Attorney, the Legal Advocate assists clients in providing a wide range of holistic, culturally-competent support services and advocacy under the Victim Legal Assistance Program grant. The legal advocate will assist clients living in remote or rural regions of the county of San Luis Obispo with assessing legal services for victims/survivors of domestic violence, intimate partner violence, stalking, sexual assault, elder abuse, human trafficking and child abuse.

### **Job Duties Include**

- Assist in locating, evaluating and determining eligibility for potential clients for Stand Strong's Victim Legal Assistance Program grant.
- Build a network of opportunities and removes barriers such as limited resources, traditional gender roles, lack of anonymity or support.
- Develop safety plans with clients, including housing, job skills development, financial literacy and other appropriate services.
- Meet with clients to go over agency services, provide support, and obtain information needed for the "Temporary Restraining Order Legal Forms".
- Complete all the necessary legal forms, attachments and exhibits, for the TRO.
- Schedule and meet with clients, reviewing, preparing and processing legal documents prior to filing with the courthouse.
- Follow up with clients prior to their court hearings, addressing any immediate needs, and finding out if the TRO has been broken. Help to prepare them for their hearing day, and accompany them to their TRO court hearings for support
- Work in conjunction with other Stand Strong Staff including Managing and Staff Attorney's to coordinate a continuum of services for clients. Refer to project partner's/community resources for additional support services not offered by Stand Strong.
- Provide emotional support and advocacy for clients; establish rapport and maintain a working relationship.

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- Maintain regular contact and follow-up with clients throughout their participation in the program.
- Provide immediate crisis counseling during office hours, in person, or over the telephone.
- Provide necessary referrals, and complete appropriate paperwork for each client.
- Be able to provide client transportation and accompany clients to court or other agency appointments where needed. If Bilingual, provide interpretation/translation where needed.
- Collaborate with agency programs such as Safe House, Counseling and Transitional Housing Program to link clients to resources and services.
- Outreach to prospective clients may include tabling events, collaborative meetings and/or workshops.

**Minimum Qualifications:**

- Fluency in English is required; additional fluency in Spanish preferred.
- Have a strong understanding of recovery resilience and trauma informed practices.
- Ability to work flexible hours as required by program and staffing needs.
- A minimum of two years of experience providing direct services and/or advocacy to survivors/victims of domestic violence/Intimate partner Violence, victims of sexual assault, people who are economically disadvantaged or physically/mentally disabled, substance abuse/dual diagnosed individuals, the elderly, at-risk youth, or other vulnerable populations is preferred.
- Ability to work with clients of all ages and backgrounds who have experienced trauma.
- Knowledge of Trauma informed policies and procedures.
- Demonstrate cultural competency and awareness in dealing with diverse populations.
- Proficiency with Microsoft Office or similar computer skills.

**Key Characteristics:**

- Utmost respect for and accordance with confidentiality.
- Compassionate, empathetic, non-judgmental.
- Excellent oral and written communication skills.
- Able to work independently.
- Ability to handle sensitive issues with discretion and confidentiality.
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Ability to learn new technologies and software.
- Works closely, cooperatively, and collaboratively with others.
- Strong work ethic and commitment to the organization's mission and vision.

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- High level of initiative and reliability.
- Enjoys problem-solving and is willing to find creative solutions.

**Preferred Qualifications:**

- Bilingual/Bicultural background/experience is helpful.

**Certificates, Licenses, Registrations**

- Current California Driver's License and vehicle insurance.
- Complete 40 Hour Domestic Violence Peer Counselor Training.

**Requirements:**

- Must satisfactorily pass a background check (paid for by employer).
- Completion of Stand Strong's 40-hour DV training program, to be initiated as soon as possible upon employment.

**Please Note:**

- Stand Strong is an equal opportunity employer (EOE) and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, marital status, age, sexual orientation, gender identity, or any other protected status covered by Federal and State laws.
- This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at Stand Strong.

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