



rising for domestic peace

Job Announcement October 2017

Domestic Violence Legal Advocate

Job Title	Domestic Violence Legal Advocate
Reports to	CAP Program Manager
Location	Kent, WA
Salary Range	\$17.50-\$19.00 DOE with medical, dental & vision benefits; monthly paid trainings; training allowance; paid leave; life insurance; retirement contribution.
Exempt or Non-Exempt	Non-Exempt
Posting Date	10/24/17
Hours	40 hours per week; Monday-Friday business hours. Occasional evening and weekend hours as appropriate to meet participant needs.

DAWN is a comprehensive provider of domestic violence services, including Emergency Confidential Shelter, a 24-hour Crisis and Advocacy Line, and Community Advocacy including Legal and Immigrant Rights, Mental Health, Support Groups and one-on-one support. Dawn shelters and empowers survivors of domestic abuse. Dawn helps communities rise for peace by providing education to respond to and prevent violence. We envision a community that commits to the belief that violence is preventable and takes shared responsibility and united action to create a more peaceful place to live for all of us.

Job Responsibilities

- Provide crisis intervention and empowerment based, trauma informed advocacy.
- Coordinate advocacy needs, information and referral services DAWN clients.
- Provide information and education to understand the dynamics of domestic violence
- Provide ongoing advocacy based counseling and safety planning.
- Engage in community networking activities to both increase access to services for individuals as well as to assist community service providers in understanding the dynamics of abuse.
- Support clients in navigating the civil and legal systems including assistance with legal filings such as protection orders and crime victims' compensation applications and court accompaniment.
- Collaborate with community partners such as ELAP, NWJP and others.
- Record relevant client demographics, service usage and referrals in Salesforce and HIMS in a timely manner.
- Present the agency and programs in a positive light to clients, volunteers, funders and the community.
- Provide advocacy and support via the 24/7 emergency crisis line as needed.
- Provide on-going training to DAWN staff, volunteers and the community as needed.

Data Integrity

- Enters consistently complete, accurate and appropriate participant and service data into the agency database.
- Responds to meet data needs identified by the Program Manager or data staff.

Team Work and Professional Development

- Actively contributes to a positive team environment to ensure the collaboration needed for provision of high quality services to survivors.
- Participates in staff meetings, CAP Program team meetings, planning days and agency in-service trainings.

- Attends and documents trainings to ensure compliance with Washington Administrative Code training requirements for domestic violence advocates.

Qualifications

Desired Qualifications:

- *A strong commitment to DAWN's mission and values.*
- *Preferred 4 year degree, additional experience may be substituted for degree*
- *Two + years of direct human services experience including one + year working with domestic violence survivors engaged in legal systems*
- *Skilled in working with sensitive issues and commitment to respecting the confidential nature of the programs*
- *Proven ability to work effectively with diverse staff, clients and volunteers*
- *Demonstrated ability to work comfortably as a team member and contribute positively to workplace.*
- *Demonstrated problem-solving approach to concerns and challenges*
- *Proficiency in data collection and reporting.*
- *Strong written and oral communication skills*
- *Strong time management and organizational skills*
- *Twenty hours of recent Domestic Violence Training preferred*
- *Provide own transportation; possess a valid Washington State driver's license, proof of auto insurance and a positive driving record*
- *Ability to pass a Washington State Patrol background check – required for employment.*
- *Current CPR/First Aid and HIV/AIDS training preferred or able to secure within one month of employment.*

To Apply

This position is open until filled. To apply, please submit your resume and cover letter to info@dawnrising.org with the subject "Legal Advocate "in the subject line. **Please note:** applications not accompanied by both a cover letter and resume will not be considered.

DAWN is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, gender identity, sexual orientation, or any protected status.