



Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach.

DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope. Those representing the organization do so through mutual respect, openness, collaboration, and shared responsibility. DAIS is an equal opportunity/affirmative action employer. Persons of color and LGBTQIA+ individuals are encouraged to apply.

Position Opening: Bilingual Legal Advocate

Full-time, Non-Exempt. Minimum rate of \$16.00 per hour based upon experience and qualifications.

The Bilingual Legal Advocate is part of a dedicated team that provides support, information and advocacy to victims of domestic violence as they navigate the legal systems in Dane County. The Bilingual Legal Advocate acts as a Service Representative per WI§ 895.45., is not a lawyer or attorney and does not provide legal advice.

- **Engages in the provision of direct services to victims of domestic violence**
 - Supports clients in a variety of ways, including by phone, email, court and hearing accompaniment, and through face to face interactions.
 - Provides information relating to restraining orders, family and criminal court proceedings, and immigration laws.
 - Assists clients with safety planning, problem solving, completion of forms, documents and other paperwork for legal proceedings and hearings.
 - Provides clients with information on community resources, service providers and referrals.
- **Participates in advocacy, outreach, and organization representation**
 - Participates in community education efforts as requested
 - Provides training on domestic violence issues to professional groups, including law enforcement and other partner agencies.
 - Establishes and maintains collaborative relationships with community partners
- **Advances the work of the Agency in a manner consistent with Organizational Values**
 - Ensures required service documentation is maintained in a thorough and timely manner.
 - Participates in organization grant and contract reporting as needed.
 - Adheres to agency policies and work rules.
 - Advances knowledge and attends trainings as assigned.
 - Provides cross-departmental/functional support and services as needed.
 - Maintains professional boundaries.
 - Performs other duties as assigned.

Qualifications:

- A Bachelor's degree is preferred is though relevant work experience may be considered in lieu of a degree.
- Bilingual fluency in Spanish and English is required.
- Ability to comprehend and analyze legal information, including statutes and the ability to distill information in a way that is understandable to clients is required.
- Experience working with trauma survivors is strongly preferred.
- Experience in crisis intervention preferred.
- Knowledge of the legal rights of victims and of the civil and criminal legal systems is preferred.
- Authorized to work in the United States without sponsorship.
- Position requires valid driver's license, satisfactory driving record, proof of insurance and access to a vehicle during work hours.

To apply:

The following application materials are required for consideration:

- Cover letter
- Resume
- A completed DAIS Application for Employment (form can be downloaded from the DAIS website).

Applications will be accepted until the position is filled.

Applications submitted without a cover letter and resume will NOT be considered.

Completed applications may be submitted via email as an attachment to: daisemployment@abuseintervention.org, or by U.S. Mail to DAIS, Attn: Human Resources, 2102 Fordem Ave., Madison, WI 53704.