



DOMESTIC ABUSE INTERVENTION SERVICES

## Position Opening: Legal Advocate

*Full-time, Non-exempt Pay starts at \$17.70 per hour based on experience and qualifications.*

*Benefit package includes:*

- *Generous PTO accrual (20 hours/month)*
- *DAIS pays 80% of health, dental & vision insurance premiums (single employee cost \$140/month, other plans als available)*
- *Flexible Spending Account*
- *Life & Accidental Death Insurance*
- *Short-term & Long-term Disability plans*
- *Employee Assistance Program (provides free legal, financial & work-life services)*
- *401(k) plan*

Utilize your valuable skills to support, empower and advocate for victims of domestic violence. We are seeking a Legal Advocate to join our dedicated team that provides support, information and advocacy to victims of domestic violence as they navigate the legal systems in Dane County. The Legal Advocate provides direct services to victims, including court accompaniment, and assistance with legal referrals, restraining orders, civil, criminal, and other court matters. The Legal Advocate acts as a Service Representative per WI§ 895.45., is not a lawyer or attorney, and does not provide legal advice.

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.

### **Primary Duties - 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 community education efforts as requested
- Establishes and maintains collaborative relationships with community partners

### **Qualifications:**

- A Bachelor's degree is preferred though relevant work experience may be considered in lieu of a degree.
- 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:**

There's no such thing as a perfect candidate. You don't need 100% of the preferred qualifications to add incredible value to our team. Our clients come from all different backgrounds, and so do our employees. If you're passionate about what you could accomplish here, and you meet the minimum requirements of the position, we'd love to hear from you.

### **The following application materials are required for consideration:**

- Cover letter
- Resume
- DAIS Application for Employment (<https://abuseintervention.org/get-involved/jobs/>)

Submit application via email as an attachment to: [daisemployment@abuseintervention.org](mailto:daisemployment@abuseintervention.org).

Applications will be accepted until the position is filled. Applications submitted without a cover letter and resume will NOT be considered.

DAIS is an equal opportunity/affirmative action employer. Persons of color and LGBTQIA+ individuals are encouraged to apply, as the strength of our team stems from our diversity.