

Position Opening – Legal Advocate

Full-time

Pay: \$21.42/hour + benefits package which includes the following:

- Generous PTO accrual
(20 hours/month, increases after year two)
- 10 paid holidays/year
- DAIS pays 80% of health & dental insurance premiums
- Vision insurance
- Flexible Spending Account
- Life & Accidental Death Insurance paid by DAIS
- Short-term & Long-term Disability plans paid by DAIS
- Employee Assistance Program
(provides free legal, financial & work-life services)
- 401(k) plan with employer match
- Investments in Professional Development & Training

About DAIS:

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.

DAIS is an affirmative action, equal opportunity employer.

About the job:

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.

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.
- Position requires valid driver's license, satisfactory driving record, proof of insurance and access to a vehicle during work hours.
- Bilingual in Spanish and English preferred
- Authorized to work in the United States without sponsorship.

Primary Duties - Engages in the provision of direct services to victims of domestic violence

- Support clients in a variety of ways, including by phone, email, court and hearing accompaniment, and through face-to-face interactions.
- Provide information relating to restraining orders, family and criminal court proceedings, and immigration laws.
- Assist clients with safety planning, problem solving, completion of forms, documents and other paperwork for legal proceedings and hearings.
- Provide clients with information on community resources, service providers and referrals.
- Participating in community education efforts
- Maintain required documentation
- Establish and maintain collaborative relationships with community partners

How to apply:

- **Submit the following 3 things:**
 - ✓ Cover letter – tell us a little about yourself
 - ✓ Resume – tell us what you've done in the past
 - ✓ DAIS Application for Employment – found on our website <https://abuseintervention.org/jobs/>
- Incomplete applications will NOT be considered.
- Applications will be accepted until the position is filled.
- Complete applications may be submitted:
 - Via email as an attachment to: daisemployment@abuseintervention.org
 - Via our website: <https://abuseintervention.org/jobs/>
 - Via fax or US Mail (address & fax number available on website)