Partners for Peace
LEGAL ADVOCATE

The staff operates by consensus in a collaborative manner. Each employee is assigned to a team which is led by a member of the Leadership Team. All staff strive to incorporate into their programs the input and experiences of people affected by domestic violence and abuse.

Purpose of position: The Legal Advocate provides civil and criminal justice advocacy, safety planning and support to callers and by appointment at the Bangor and Dover-Foxcroft Resource Centers and Penobscot and Piscataquis County Courts. The Legal Advocate provides complementary services to the criminal justice system in collaboration with the High Risk Response Domestic Violence Advocate.

Status: Non-Exempt

Team: Systems Advocacy Team

Location: Bangor, travel to other courts required

Specialized responsibilities of this position:

1. Assist victims with civil and criminal complaints at the Bangor Resource Center and at various courts throughout Penobscot County. Work with Rural Advocates to provide both civil and criminal justice advocacy for victims in Piscataquis County.

2. Complete legal intake forms for victims in need of legal representation by staff attorney

3. Review police reports and make calls to victims of Domestic Violence related crimes when appropriate and safe, referring to the High Risk Advocate as appropriate, primarily in the Greater Bangor Area.

4. Provide outreach to police departments in Penobscot County in coordination with the High Risk Advocate, placing priority on engaging victims in the civil court system and advocacy for victims working within the criminal court system as appropriate.

5. Participate in community groups as beneficial and appropriate to further criminal and civil outreach efforts and as otherwise aligns with organization and community needs.

6. Perform other duties as assigned.

Minimum qualifications for this position:

1. Basic requirements as listed in Responsibilities of All Staff.
2. Basic understanding of the civil and criminal process.
3. Ability to successfully complete the direct service/ CAIRET training.
4. Ability to work independently and to form strong working relationships with outside agencies.

Preferred qualifications for this position:
1. One to two years of relevant education and experience
2. Working knowledge of resources available to domestic violence victims in Penobscot and Piscataquis Counties.
3. Understanding of the impact of community systems and institutions on people affected by domestic violence.

Common responsibilities of all positions:

1. Deliver direct services to people affected by domestic abuse.
2. Deliver community education programs.
3. Participate in interagency networking and other activities as indicated by agency needs and individual job responsibilities, including but not limited to the Maine Coalition to End Domestic Violence.
4. Participate in organizational activities including staff meetings, committee meetings, in-service training, peer evaluations, and program planning.
5. Participate in recruitment, screening, training, and support of volunteers.
6. Report and/or compile statistics and units of service accurately and timely.
7. Participate in fiscal management of the organization and/or program.

Requirements common to all positions:

1. Successful completion of the organization's core direct service (CAIRET) training
2. Understanding of domestic violence and abuse
3. Understanding of and ability to maintain confidentiality
4. Willingness and ability to employ the self-help model of service delivery
5. Reliable transportation and required insurance
6. Willingness and ability to work flexible hours, including some nights and weekends
7. Capability to provide 24 hour confidential help line coverage as scheduled
8. An understanding of requirements of funding for one's position and the organization in order to participate in meeting those requirements
9. Ability to work effectively as a member of a team
10. Effective written and oral communication skills
11. Basic computer skills
12. Comfort with diverse populations

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