

# Satilla Advocacy Services

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## Position Description

**Position Title:** Legal/Family Advocate

**This Position Reports To:** Executive Director

### Position Summary:

This position provides and coordinates all legal and criminal justice system advocacy services for victims and families served by Satilla Advocacy Services (SAS). The Legal Advocate is a point of contact for victims requesting follow-up assistance with, but not limited to, the following: criminal investigation status, support with law enforcement/ district attorney's office/ courts/ medical communications or accessibility; offender or witness line-up/ identify accompaniment; personal or family advocacy; civil litigation referrals and follow-through; criminal/civil/family court hearings; court schedules, etc. this will include court accompaniment to the degree possible. The staff member will also provide intake, referrals and legal advocacy to sexual assault, domestic violence and stalking victims. The employee will also provide preliminary support for fact/ expert witnesses and staff subpoena coordination and management. The Legal/Family Advocate must possess an extensive knowledge of SAS protocols/ policies; interagency community protocols and related resources; federal courts including court related policies, practices and procedures. This is a highly collaborative position that works closely with victims/families; law enforcement agencies; the district attorney's office; and the courts.

This is a full-time exempt position and reports directly to the Executive Director.

### Position Duties and Responsibilities:

- Develop, implement, provide and/or coordinate direct legal advocacy for victims and families victimized by incidents of interpersonal violent crimes as governed and defined by the federal Office of Victims of Crime and the federal Victims of Crime Act and the Violence Against Women Reauthorization Act.
- Provide comprehensive legal advocacy for victims of sexual assault, domestic violence and stalking, including assessment, advocacy and referral on a broad range of legal matters including but not limited to privacy issues, housing and employment concerns, temporary protection order hearings, education, financial matters, and immigration.

- Provide client specific advocacy to meet identified client needs, such as contacts with other service providers, law enforcement, attorney referrals and others. Act as liaison and a personal advocate for victims in court proceedings. Explain to the victim as necessary the meaning of unfamiliar legal terms, help the victim understand the legal process, and advocate for certain actions or responses with persecutors, law enforcement, attorneys and probation officers as requested by the victim. Instruct guide and advice victim within the limits of the law and the advocate's professional credentials and knowledge.
- Coordinate the agency's overall delivery of timely and effective support/services for victims and/or families with the state and federal criminal justice and civil systems. Initiate victim intervention response. Conduct in depth client intake interviews by phone and in-person. Interview victims to gather information. Educate, inform and work with the victim and families to ensure their understanding of the Georgia/Federal Crime Victim's Bill of Rights and all aspects of the criminal justice system. Assist in all interagency communications as necessary and appropriate.
- As needed, staff crisis line, assist with follow-up telephone calls, and provide legal intake referrals for crisis line callers. Assist advocates with crisis intervention and victim/family advocacy/interpretation when needed. Rotate "on-call" staff and tea, supervision as necessary or required.
- Assist victims with information and preparation of the Georgia Crime Victims Compensation application and/ or out-of-state applications with appropriate state administrative coordination. Provide follow up assistance with victims/ families on the status of compensation qualifications and reimbursement process. Serve as an interagency liaison with the Criminal Justice Coordinating Council Crime Victim's Compensation board in assistance with static applications and/ or appeals.
- Coordinate, draft responses, and if necessary, provide documentation for civil request for production of documents. Pursuant to Georgia law, communicate with assigned Assistant District Attorneys for non-party request for production of documents of child records requiring *in camera* review.
- Collaborate and communicate routinely with multi-disciplinary professionals/ agencies and participate in all Child Protection Protocol Committees; Sexual Assault Response Team Protocol Committees; Child Fatality Review Committees; and other committees or representation as requested by the Executive Director. Protect all appropriate considerations that pertain to confidentiality; advocate privilege; mandatory reporting of child abuse; informed consent; and release of information and/ or communications with collaborative service provider agencies.

- Coordinate and support the timely collection of service data; all mandated statistical reports; and performance measures/ outcomes; and related information/data. Maintain timely case (tracking) dispositions with law enforcement agencies of appropriate jurisdiction. Participate in all multi-disciplinary team case reviews and meetings.
- Maintain monthly tracking data/ investigator assignments; compile monthly statistical data reports for internal/ external use and as mandated by funders; government directives; or other. Generate and provide all agency statistical updates re: Legal Advocacy Services to the Executive Director monthly. Assist with grant report preparation; provide appropriate documentation for grant reports.
- Mentor, assign and oversee training and workload of legal interns, externs and volunteers. Train, provide on-going support, and communicate with contract and pro-bono attorneys.
- Routinely examine existing SAS policies and procedures regarding all agency reports and contents. This includes: victim-patient consents; family consents; agency policies and procedures for compliance with federal, state laws and protocols; in addition to compliance with all professional standards or “best practices” as governed by membership or standards of response and care.
- Assist with and participate in all SAS fund-raising and community activities and/ or professional programs as requested. Represent Satilla Advocacy Services in civic, community or related forums as requested.
- Demonstrate computer, clerical, administrative, and organization skills and compliance. Maintain compliance with all data management and information technology systems and relative requirements and practices. Performs with competence the utilization of all PC Windows Software including: Excel; Access; Word; PowerPoint; Adobe; Photo-shop, etc. This shall also include all customized data management systems uniquely designated for sensitive case management records and access including interagency applications. Comply with all Satilla Advocacy Services policies pertaining to internet access.
- Attend and participate in scheduled or immediate staff meetings, monthly or other MDT/SART Meetings and/ or any other interagency meetings as requested. Successfully complete primary Direct-Service volunteer Training as mandated by CJCC Georgia Sexual Assault Services standards and all other trainings required by Executive Director. Engage in annual continuing education components. Assist Training Coordinator or other staff in the preparation and/ or delivery of training as requested by the Executive Director for SAS staff; Volunteer Advocates; SART Coordinators; SANE/SAE staff or contractors; and other professional trainings. Assist training coordinator with Volunteer Advocate curriculum

development, training format and the delivery of Volunteer Advocate training to ensure training materials are compliant with state standards.

- Utilize all designated communication forms as requested for personnel or other documentation requirements, including timely completion of all Contact Sheets pertaining to any victim services.
- As with all other SAS staff positions, the Legal/Family Advocate will provide all services and/or assistance to ensure timely, efficient, and professional services to SAS clients, families, staff and the public and other duties as assigned. Additionally, the employee will further perform in a manner, which responsibly provides for a safe and healthy environment.

This is a full-time position with benefits.

### **Preferred Qualifications:**

Prefer 5+ years in direct-work experience in Violence Against Women Issues and/ or sexual assault/ domestic violence. Possess a working knowledge of legal advocacy issues and violent victimization including Violence Against Women. Knowledge of Georgia law, Federal guidelines and standards of response and care relative to VAW services and programs; specific knowledge of Georgia Victims of Crime Bill of Rights and related national; state and community protocols.

### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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**Employee Signature**

**Date**