

## Legal Advocate

### **Position Description**

1. Provide legal advocacy for victims of domestic violence at all Lake County Courts, as needed.
2. Assist victims in preparation of necessary documents to obtain a Civil Protection Order in Lake County Domestic Relations Court.
3. Explain the process of obtaining a Civil Protection Order to the victim.
4. Assist victims through the legal process of obtaining a Civil Protection Order in Lake County Domestic Relations Court.
5. Assist victims of domestic violence in Painesville or Willoughby Municipal Court. This includes:
  - a. Meeting with the victim(s) prior to defendant's 1<sup>st</sup> hearing.
  - b. Explaining the legal proceedings to victim, including the Temporary Protection Order (TPO).
  - c. Assisting the victim in completing the victim impact statement.
  - d. Reading a copy of the police report.
  - e. Meeting with the prosecutor so that (s) he is familiar with the victim's testimony.
  - f. Meeting with the probation officer so that the probation officer receives all facts re: the assault and any other pertinent information that the victim may have.
  - g. Assisting the victim in presenting her/his facts to the court (judge), as needed.
  - h. Provide community referrals.
6. Act in a victim's place at a hearing to obtain a TPO when the victim cannot be present in court.
7. Complete the necessary paperwork.
8. Make sure all the Victim's Assistance Programs have brochures with a DV Helpline card stapled on each one. Ask that the Victim Assistance Programs please hand a brochure out to each DV victim. Along with a CPO packet.
9. Shelter Advocacy Responsibilities when you are not in court:
  - a. Take Helpline calls at the shelter; provide support and referrals.
  - b. Work as advocate for residents in the shelter – this includes being responsible for case management, as needed.
  - c. Make legal information packet to give out to shelter residents.
  - d. Meet with shelter residents to explain legal system and options.
  - e. Complete Intakes and Departures.
  - f. Intervene in crisis situations.
  - g. Facilitate household activities, chores, security procedures.
  - h. Support and aid moms in the supervision and parenting of children.
  - i. Transport clients when necessary.
10. Other shelter responsibilities when you are not in court:
  - a. Attend weekly staff meetings and scheduled supervisory conferences.
  - b. Attend training as scheduled.
  - c. Travel on agency business, in own car, mileage determined by the agency.
  - d. Promote the agency's goals and objectives.
  - e. Put away groceries and donations.
  - f. Other duties as required by expansion of facility or programmatic changes.