

## JOB ANNOUNCEMENT

**JOB TITLE:** Specialized Legal Advocate – Sexual Assault Legal Services LAV Grant  
**WORK STATUS:** Non Exempt, 1.0 FTE; Position Dependent upon Available Funding  
Current Project Period: Through Fall of 2019

### JOB PURPOSE:

MCADSV Sexual Assault Legal Services (SALS) Program Staff positions are responsible for providing holistic, comprehensive, direct civil legal services to victims of sexual assault. This position is funded by the Legal Assistance for Victims (LAV) grant. The Specialized Legal Advocate shall support the SALS program as a legal assistant, handling clerical and some administrative aspects of the legal services project, and as a community-based advocate, providing trauma-informed support, information, and referrals to SALS clients. The SLA coordinates services with systems-based advocates, community-based advocates, and other programs serving survivors of sexual violence. They assist with data collection and grant reporting. The SLA reports directly to the Public Policy/Legal Director and works closely with the SALS Staff Attorney.

### KEY RESPONSIBILITIES:

#### I. Legal Project: (90%)

Provides advocacy services to SALS clients, who are primarily survivors of sexual violence. Conducts intakes of SALS applicants and determines the presence of qualifying legal issues for services. Provides safety planning, crisis intervention, advocacy, information and referrals to survivors of domestic violence, sexual assault, and stalking. Provides all clerical legal assistant tasks on client files, including, but not limited to, finalizing and filing of legal documents, processing of all filings and other client documentation, and calendaring of legal matters. Support training on SALS referral process for MCADSV member programs. Support submission of detailed LAV grant-tracking and progress reports and ensure timely completion and submission of reports. Maintain meticulous client records.

#### II. General/Other: (10%)

Support the mission and programs of MCADSV. Complete grant and organizational reporting requirements. Perform other job related duties as assigned.

### QUALIFICATIONS PREFERRED:

- Associate's degree in related field or three years of full-time related experience; or an equivalent combination of education and experience.
- Two or more years of legal assistant experience.
- Proficiency in Microsoft Office Suite. Proficiency in word processing, spreadsheet management, and teleconferencing systems.
- Demonstrated proficiency in submission of documents pursuant to local court filing rules and procedures.
- Ability and willingness to work cooperatively and collegially on a statewide legal services project.
- Willingness to be supervised by a remote supervisor.
- Knowledge of and experience in the fields of domestic violence, sexual assault, harassment, and stalking.

- Exceptional organizational skills, attention to detail, and the ability to manage several projects at once.
- Willingness to be flexible in job duties and responsibilities.
- Willingness and ability to maintain advocate privilege and client confidentiality.
- Ability to work in fast-paced, deadline-driven environment.
- Excellent written and verbal communication skills.
- Ability to work independently and meet deadlines.
- Excellent interpersonal skills, including demonstrated ability to:
  - Work cooperatively and effectively with other staff, community-based service providers, and other professionals.
  - Work independently and as part of a team.
  - Treat all people with dignity and respect.
  - Deal effectively with diversity among people and a willingness to adhere to MCADSV philosophy statement and strategic framework.
  - Accept, act upon, and offer constructive criticism.
  - Approach situations with a sense of humor.

**SKILLS PREFERRED:**

- Strong knowledge of social justice movements and feminist philosophy, particularly the Violence Against Women movement.
- Familiarity with the needs of sexual assault victims in Montana – particularly rural, college-aged, Native American, and LGBT victims.
- Ability to interpret and respond to complex situations and provide clear, concise, and timely results.

**Perform other job related duties as assigned.**

<b>WORK SITE:</b>	MCADSV Helena office; some travel is required in and out of state
<b>ACCOUNTABILITY:</b>	This position reports directly to the Public Policy & Legal Director
<b>COMPENSATION:</b>	\$38,000 starting salary
<b>BENEFITS:</b>	100% Employer paid health insurance (medical, dental, vision), annual leave, personal/sick leave, paid parental leave, medical flex account, Health Enhancement Benefit, travel reimbursement, and retirement (after 6 mo.)
<b>PROBATION PERIOD:</b>	6 months minimum