



Glendale & Pasadena

<b>Job Title</b>	Legal Advocate	<b>Department</b>	Legal Services
<b>FLSA Status</b>	Non-Exempt	<b>Reports to</b>	Managing Staff Attorney
<b>Classification</b>	Full Time	<b>Revision date</b>	05/2022
<b>Schedule</b>	Monday – Friday	<b>Hours</b>	9am – 6pm
<b>Pay</b>	\$19.23 – \$24.38 Per Hour	<b>Benefits Eligibility</b>	Yes

*\*YWCA Glendale and Pasadena is an essential services provider and is temporarily providing services remotely with partial days in office as assigned by the supervisor.*

**About Us**

**YWCA Glendale and Pasadena is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.** YWCA Glendale and Pasadena’s purpose is to ensure the health, safety and economic empowerment of women, children, and families and to strengthen communities to prevent and break the cycle of domestic violence. We provide resources and support to survivors of domestic violence and their children and through our education and prevention efforts we empower women, girls and families to build healthy relationships, achieve self-sufficiency, and live free from all forms of oppression. Our programs include a 24/7 Crisis Hotline, a 16-bed Domestic Violence Emergency Shelter, a Domestic Violence Community Services Center that provides case management, legal services, adult and child counseling, trauma informed childcare, and housing navigation support, a Violence Prevention Education and Outreach Program, a Girls Empowerment Program that offers after school programming, summer camp and STEAM education workshops and mentorship, and racial justice training and advocacy in collaboration with the Coalition for an Anti-Racist Glendale and other social justice organizations.

**Position Summary**

YWCA Glendale and Pasadena’s Legal department seeks a full-time Legal Advocate to provide services, legal assistance, information, and referrals to survivors of domestic violence under the direction of the Managing Staff Attorney. This includes assisting survivors of domestic violence crimes in criminal cases, assisting survivors seeking civil domestic violence protection orders, helping to empower survivors with self-advocacy, assisting survivors with safety planning, assisting survivors in voicing recommendations regarding offender accountability, providing options and other resources regarding legal issues in a culturally inclusive, trauma informed service and incorporate best practice techniques.

The position includes access to information of a confidential nature. Strict adherence to agency procedures and protocols is required.

**Essential Tasks**

These are core functions of the job. **Additional duties may be assigned as needed.**

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### **Legal Services**

- Provide culturally competent and trauma informed legal advocacy services for clients including court accompaniment and advocacy on behalf of clients with law enforcement, prosecutors, and child protective services.
- Provide legal assistance for clients including, but not limited to drafting correspondence, legal documents, and court forms, and conducting initial client interviews and legal needs assessments.
- Provide legal information about court processes, court forms, legal rights, and obligations.
- Establishes contact with the survivor(s) to check on their status/safety.
- Educates the survivor(s) on the temporary and permanent restraining order process.
- Interviews survivor (s) and then drafts temporary restraining order paperwork, prepares survivor (s) for court and attends court appearance with survivor(s).
- Coordinate interviews with witnesses before and during court and calendars court appearances and notifies survivor and witnesses of court dates.
- Conduct client communications in a client-centered trauma-informed way to support and empower clients.
- Work with case managers and other service providers to coordinate legal services and ensure that clients' legal and holistic needs are being met.
- Develop educational and self-help materials and coordinate and conduct legal information clinics and/or workshops for clients, as needed.
- Document legal services provided and maintain accurate case files, including case notes.
- Assist with CalWORKs and other grant-reporting requirements.
- Maintain paperwork, records, and mail for the Legal Department.

### **Other Responsibilities**

- Represent YWCA in the community and conduct outreach presentations to increase services to BIPOC and other underserved communities.
- Assure that individuals are treated with respect and dignity regardless of race, ethnic background, gender, or socioeconomic background.

### **Desired Knowledge**

- Experience working with domestic violence survivors.
- Experience in immigration law.
- Knowledge and commitment to public interest, poverty issues, women's and children's issues, and victims of crimes.
- Knowledge of the dynamics of domestic violence or family violence, homelessness, and/or homeless prevention strategies.
- Knowledge and respect of all confidentiality issues including attorney-client privilege.
- Ability to meet the needs of culturally diverse individuals with limited English.

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- Proficiency and experience working with limited English proficient individuals through interpretation and translation services.
- Experience working with communities of color and people from different cultures than your own.
- Demonstrate good oral and written communication skills.
- Good organizational and record-keeping skills.
- Demonstrate initiative and professionalism; ability and willingness to work independently and as a part of a team and maintain workload.
- Proficient in Microsoft office and ability to learn new software.
- Willingness to work evenings and weekends, as needed.
- Possesses good judgement.
- Strong leadership skills.
- Skilled in effective conflict resolution.
- Strong analytical skills with demonstrated ability to apply process improvement approach to problem solving.
- Take initiative and multi-task.
- Adapt to changing environment.
- Excellent public speaking and outreach skills.
- Familiarity with legal forms and procedures in family law (divorce, paternity, custody, and restraining orders) and/or immigration law (VAWA, U-Visa).
- Effective time management skills and ability to work under deadlines.
- Core competencies expected: initiative, collaboration, orientation to service, self-management and capacity for self-evaluation, fostering diversity, equity, and inclusion, problem solving and conflict resolution.

### **Minimum Qualifications**

- Bachelor's degree in human services related field, paralegal certificate or at least **one year** of direct service experience working with vulnerable populations.
- AA degree in human services related field with at least **two years** of direct service experience working with vulnerable populations.
- Three years of experience working as a legal advocate, paralegal, or similar experience.
- Any combination of skills and experience that demonstrates the ability to perform this job effectively.
- Bilingual in Armenian and/or Spanish is a plus.

### **Job Requirements**

- Complete a LiveScan background check.
- Full Covid-19 vaccination required.
- Completed or be willing to complete 40-Hour California State Domestic Violence Counselor Training (Training will be provided.).



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- This position requires travel for court visits and mobile advocacy.
- Valid driver's license with a good driving record, access to a vehicle and willingness to travel off site.
- Travel throughout Los Angeles County.
- Must maintain and provide the YWCA with proof of insurance for your vehicle.

### **Physical Requirements**

- Candidate must be able to lift, move, or transport supplies and equipment up to 30 pounds.
- Ability to move within the office environment and ability to climb stairs.
- Ability to write by hand and use a keyboard to perform general office functions.
- Ability to communicate continuously by speech and hearing.
- Ability to sit for extended periods of time.
- Access to reliable transportation with willingness and ability to travel on occasion locally.
- Visual acuity (close, distant, peripheral vision, and the ability to adjust focus and view accurate color perception and objects at near distances) needed for detail work and computer use.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**YWCA Glendale and Pasadena is an Equal Opportunity Employer and is committed to diversity, equity, and inclusion.** *We are committed to attracting and retaining a diverse staff. YWCA Glendale and Pasadena will honor your experiences, perspectives, and unique identity. Together, our organization strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming. YWCA Glendale and Pasadena prohibits discrimination on the basis of age, gender, race, ethnicity, national origin, cultures, religion, immigration status, veteran status, political beliefs, sexual identity, ability/disability, and health/mental health status in all its programs and activities, not only in respect to employment practices but also in the delivery of services.*