



Legal Advocate Job Description

The Legal Advocate reports to the Executive Director.

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 1st 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.