

**TENNESSEE COALITION TO END DOMESTIC AND SEXUAL VIOLENCE
("COALITION")
LEGAL CLINIC VICTIM ADVOCATE
JOB DESCRIPTION**

This Victim Advocate position for the Coalition's Legal Clinic is responsible for assisting the Legal Clinic staff attorneys in representation of sexual assault victims. This position is grant funded for three years. Specific duties include:

Client Representation

- Assist attorneys in providing legal assistance to sexual assault victims;
- Conduct intake for referred clients;
- Perform a safety needs assessment on referred clients;
- Make referrals for resources needed to increase victim safety;
- Work directly with sexual assault programs as may be necessary to facilitate legal representation for sexual assault clients;
- Assist in language interpretation for Latino sexual assault clients in both phone calls and meetings;
- Assist in document translation for Latino sexual assault clients; and
- Work with clients in collecting and managing data related to the clients.

Training and Technical Assistance:

- Provide technical assistance to advocates providing services to sexual assault victims; and
- Assist in providing training on legal advocacy issues related to sexual assault victims.

Communications:

- Assist the attorneys and the Coalition Legal Counsel in responding to requests from other Coalition staff, staff of sexual violence programs, attorneys, judges, law enforcement, and others concerning legal issues confronting sexual assault victims;
- Assist in collecting and managing data related to clients;
- Assist in Legal Clinic outreach activities to insure sexual assault victims, domestic and sexual violence programs and other legal service providers are aware of the Legal Clinic's services for sexual assault victims; and
- Assist with data collection and grant reports.

Meeting Attendance:

- Attend Legal Team meetings and Coalition staff meetings as required; and
- Attend trainings, conferences, and outreach meetings as needed.

Other Duties:

- Perform other duties as assigned by supervisor.

Supervision:

- Supervised by and accountable to the Legal Clinic Staff Attorney.

Hours of Work:

- The Victim Advocate position is an exempt position. It is expected that the workload will be completed within 37.5 hours per week with some weekend and evening work required.

Benefits and Leave:

- The Victim Advocate is entitled to all benefits and leave time as described in the personnel policies and procedures.

Qualifications:

- Knowledge of and experience in working with sexual assault victims;
- Excellent communication, writing, and training skills;
- Fluency in Spanish;
- Proficiency with Microsoft Word;
- Ability to utilize case management and database software;
- Ability to work with people from diverse backgrounds;
- Self starter; and
- Some travel required.

TO APPLY:

Email letter of application and resume to:

**Rebecca S. Montgomery
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Tennessee Coalition to End Domestic and Sexual Violence
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rmontgomery@tncoalition.org**