



# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, [www.alliance4community.org](http://www.alliance4community.org)

<b>Job Title:</b>	VCC Legal Advocate	<b>Job Category:</b>	Community
<b>Classification:</b>	Community Based Services	<b>WC Code #:</b>	8742
<b>Location:</b>	Valley Crisis Center	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$16.50 per hour	<b>Position Type:</b>	Full time; 40 hours per week
<b>HR Contact:</b>	Denise Conway	<b>Phone:</b>	(209) 742-6456
<b>Name:</b>		<b>Date of Hire:</b>	
<b>Immediate Supervisor:</b>	Program Coordinator		
<b>Benefits:</b>	9 Paid holidays, 152 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

### Applications Accepted By:

**E-mail:**

denise@alliance4you.org  
Subject Line: VCC Legal Advocate  
**Attention:** Human Resources

### Job Description

#### Role and Responsibilities

Assists clients who have experienced domestic violence or sexual assault with crisis intervention, assessment, restraining orders, legal advocacy, and case management and assisting with community outreach and education. Bilingual (Spanish, Hmong, Punjabi) and bicultural preferred.

#### Legal Advocacy and Assistance:

- Assess clients' current and long-term needs, including advocacy needs in criminal court, family court and civil court
- Serve as a liaison between the client and community resources or agencies
- Accompany and transports clients as needed to medical, law enforcement appointments to seek help with crime related, and significant incident situations
- Provide assistance with restraining order/custody papers
- Provide court support and general information regarding the criminal justice system, acts as court escort and provides information on the status of the client's case
- Provide support during the mediation process
- Prepare correspondence on behalf of clients to service providers
- Provide legal advocacy services in rural areas of the County as needed
- Mentor clients to write their own correspondence
- Attend Public Policy Meetings and Domestic Violence response team case staffing as needed

#### Crisis Intervention and Assessment:

- Respond to victims of crime to reduce levels of trauma and provide support during assessments and crisis intervention
- Conduct assessments and intakes to best assess client needs
- Provide short-term peer counseling during assessment period
- Facilitate referrals to individuals to appropriate services (shelter, domestic violence and sexual assault response team, counseling, groups, etc.) or community resources for additional assistance and counseling





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- Provide transportation for clients, when requested by a supervisor

## **Case Management:**

- Assess clients' current and long-term case management needs
- Serve as a liaison between the client and community resources or agencies
- Accompany and transports clients as needed, case management appointments, mental health, human services, etc.

## **Community Outreach/Education:**

- Assist in organization and implementation of community events as needed (fundraising and awareness raising events)
- Assist in development of educational and awareness materials, as time allows.

## **Other Duties:**

- Although conducting legal advocacy, assessments, and crisis intervention are the primary responsibilities of this position, other duties will be assigned based on case load and need

## **Qualifications and Education Requirements**

### **Leadership/Professional Qualities Required:**

- Maintains the confidentiality of client information included in files, conversations or obtained from written sources
- Adheres to MCS values and mission
- Engages in professional development
- Shares information and knowledge pertaining to services for clients and community resources with others
- Represents MCS in the community in a professional and competent manner
- Responsible for setting priorities and meeting deadlines

### **Knowledge of:**

- Computers and Software Programs (Word; Excel; Internet)
- Domestic Violence and Sexual Assault Service Delivery
- Crisis Intervention and Peer Counseling Techniques
- Criminal justice system and community resources

### **Ability to:**

- Communicate effectively orally and in writing with individuals and groups
- Organize and prioritize tasks according to deadlines and client needs
- Work effectively with limited supervision, high stress and rapidly changing situation and circumstances
- Demonstrate sensitivity to the cultural/ethnic diversity of the service population
- Supervise volunteers from various backgrounds and levels of experience

### **Education/Experience:**

- High School Diploma/GED with two years' work or volunteer experience in the field of social services

### **Physical Requirements:**

- Facility to see read and distinguish instructional material, rules and policies and other printed matter
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone





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- Physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead
- Physical agility to push/pull, squat, twist and turn
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions

**Note:**

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

**Additional Requirements:**

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment
- Must have reliable transportation, a valid driver’s license, and DMV clearance

**Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.**

**Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.**

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	6/28/17	Revised Job Description Date:	3/18/2019

**\* Upon Hire, this will be signed and dated by the applicant. \***

Signature

Date

