



Bi-Lingual (Spanish) Legal Advocate-32 hrs/wk

Hourly, Non-Exempt, Benefits Eligible

Position Summary: Under the direct supervision of the Legal Director, the Bi-lingual Legal Advocate will be responsible for administrative coordination of the assigned project including scheduling appointments at direction of project attorneys, coordinating logistics of weekly Spanish Legal Triage, maintaining client records in both hard copy and electronic systems, preparing copies of applications and forms for filing, and tracking all client activities. The Bilingual Legal Advocate will also assist victims in completing applications to the CA Safe at Home program and applying for Victim's Compensation. This position is a three-year position made possible by grant funding received from the Office on Violence Against Women, U.S. Department of Justice, for the Legal Assistance to Victims grant.

Responsibilities:

Legal

- Run conflicts check on all clients seeking services;
- Calendar and maintain court appearances, hearings, and trials
- Creating and maintaining legal files
- Perform legal administrative tasks like serving, mailing, and filing legal documents, as needed

Administrative

- Track data from intake packets and generate monthly reports
- Track and maintain accurate and up to date documentation of legal services for grant purposes and prepare statistical reports
- Screen clients and set-up one-on-one appointments with staff;
- Attend webinars and/or conferences per approved
- Create bilingual documents for intake packets, legal next steps, case information, etc
- Other duties as assigned.

Bilingual responsibilities (when applicable)

- Accompany clients to court as needed
- Assist with Domestic Violence and Family Law Forms as needed
- Schedule Spanish speaking clients, and interpret at appointments as needed;
- Draft Spanish/English speaking correspondence

Qualifications:

Preferred Qualifications

- Associate's degree in social service or legal field
- Bilingual in Spanish; fluent in writing and speaking in Spanish

Minimum Qualifications

- Detail oriented and able to multi-task
- Strong computer skills including proficiency in Microsoft Office Suite and database management
- Typing requirement of (45-55 wpm)
- Ability to work with victims of domestic violence and sexual assault who are in crisis in a culturally competent manner
- Strong public speaking skills and experience with presentations, workshops or trainings
- Excellent oral and written communication skills
- Successful completion of WEAVE's Peer Counseling Training program (post-hiring requirement)
- Valid California Driver's license, reliable transportation, and current vehicle insurance
- Satisfactory results from a criminal background check

How to Apply: <https://OnePoint.EmployerNet.net/ta/WEAVE.jobs?ApplyToJob=151178242>

WEAVE is an EOE.