



Job Description

Position Title: Legal Client Navigator

Position Type: 40 hours per week, open until filled

Job Description: The Legal Navigator will assist the Legal Department in conducting restraining order workshops, legal advocacy, following up on domestic and sexual violence police reports, and court accompaniment. The Navigator will assist the Family Violence Coordination Pilot Project by providing crisis intervention, risk assessment, safety planning, case management and navigation services to adults and minors including victims of family violence and sexual assault. The Navigator will work closely with local law enforcement, private attorneys and multiple court and government systems. Referrals will come via court, law enforcement, social services, and the district attorney's office and through walk-ins. Must be willing to take a minimum of 3 on-call shifts a month.

Reports To: Director of Legal Services and Associate Director

Pay: \$14-16 DOE (\$.50 bilingual incentive) + benefits

Job Responsibilities:

1. *Risk assessments and safety planning:* Assess each client for issues related to risk of further abuse; provide options in planning for personal safety on an ongoing basis; develop individual case plans that prioritize needs and coordinate necessary services specific to each client.
2. *Crisis intervention and peer counseling:* to survivors and their support networks; provide intensive strength-based, solutions-oriented services; and maintain confidentiality.
3. *Client advocacy and case management:* Assist in obtaining services or exercising their rights with agencies and service providers in the community who can assist in gaining safety; provide support that address housing and legal needs, immigration remedies, emergency food and clothing; Arrange for service providers to collaborate and meet with clients in a way that makes the best use of the clients' limited time and resources.
4. *Accompaniment:* Provide advocacy and accompaniment during law enforcement or prosecution interviews, forensic interviews, court proceedings, and other supportive meetings.
5. *Indirect Services:* Development and implementation of needs assessments and action plans specific to the immediate and long term reintegration needs of each survivor; provide presentations on agency services for human trafficking and family violence; maintain accurate client records and complete data entry and progress

notes in a timely manner; attend collaborative meetings and case consultation;
other duties as assigned.

Qualifications and Requirements:

- **Bilingual/Bicultural preferred.**
- Must have the ability to work under conditions requiring flexibility and team member response to crisis.
- Effective communication skills including writing (especially written procedures and grant reports), public speaking, active listening skills, and conflict resolution/mediation skills.
- Provide copy of valid California driver license, have reliable transportation, and submit current proof of vehicle insurance.
- CPR/First Aid certificates strongly encouraged.
- Sexual assault and domestic violence peer counseling certification required upon hire.
- Subject to background check and drug testing on demand.
- Must be comfortable and confident working and interacting with law enforcement and Judges.
- High degree of sensitivity to and respect for diversity and cultural issues involved in working with clients of varying ethnicities and income.
- High tolerance and respect for individual survival strategies while promoting ever-increasing healthier choices.

AGENCY DESCRIPTION

Mission Statement:

Empower Yolo's mission is to promote safe, healthy, and resilient communities.

Empower Yolo's purpose is to provide:

- (a) Twenty-four hour crisis intervention, emergency shelter, confidential counseling, training, legal assistance, and other services for individuals and families persons affected by domestic violence, sexual assault, stalking, human trafficking, and child abuse;
- (b) Resource centers for community services to improve the health, social, educational and economic outcomes of Yolo County residents; and
- (c) Community outreach and educational programs about available resources to promote health, stability, and self-sufficiency for individuals and families.

All services are to be provided in a manner that appreciates, enhances, and utilizes the strengths of Empower Yolo's clients and honors their cultural practices and traditions.

Application Process

Please submit a cover letter, current resume and three references to:

Director of Legal Services

Empower Yolo

175 Walnut Street

Woodland, CA 95695

Or email: info@empoweryolo.org

Application deadline: Aril 20, 2018

EMPOWER YOLO is an equal opportunity employer and does not discriminate in regard to race, age, cultural or religious background, disability, gender, gender identity/expression, or sexual orientation. All qualified candidates of all backgrounds are encouraged to apply.