

The Saint Paul & Ramsey County Domestic Abuse Intervention Project

394 Dayton Avenue • Saint Paul, Minnesota 55102 • Phone: 651-645-2824

Job Opening

The St. Paul and Ramsey County Domestic Abuse Intervention Project (SPIP), seeks applicants for a full-time **Legal Advocate Position**. Founded in 1984, SPIP has been a leader in the provision of services for victims of domestic violence, and cultivating a community-wide response towards protecting victims and their families, and one day ending domestic abuse.

Job duties and responsibilities include:

- Provide legal advocacy to participants in the criminal justice system
- Provide legal advocacy to participants with Order for Protection/family court issues
- Provide participants with safety planning and crisis support
- Provide participants with transitional and ongoing support services
- Provide face-to-face and twenty-four hour crisis-line victim services
- Maintain timely and accurate work documentation and records
- Participate in trainings, community education and events
- Assist in program development
- Strengthen relationships with community and government agencies
- Contribute to an effective work team and a positive work environment – focusing on the agency’s mission and furthering its goals and objectives.
- Others duties as assigned

Qualifications:

- Sensitivity to the needs of battered women/victims of domestic violence, and the unique obstacles they face
- Experience working with victims of domestic violence and/or victims of sexual assault
- Understanding of and experience working with people from diverse backgrounds
- Ability to provide non-judgmental, supportive services
- Ability to multi-task and work under pressure
- Written, verbal and interpersonal skills
- Have access to car for work, valid driver’s license and adequate/up-to-date auto insurance
- Understanding of Somali and Muslim cultures
- Ability to speak Somali

Desired Abilities:

- Understanding of and experience working with the criminal and civil justice systems

The **Legal Advocate Position** entails primarily, weekday hours with occasional evening/weekend hours. Includes excellent health, dental and disability insurance, and paid time-off. \$17.00/hr. If you wish to apply, please send a resume and cover letter to Rebecca at: rnc@stpaulintervention.org or Fax: 651 645-6556 or at The St. Paul & Ramsey County Domestic Abuse Intervention Project at 394 Dayton Ave., St. Paul, MN 55102

Posted August 28, 2017 Open Until Filled Equal Opportunity Employer

The above statements are intended to provide a summary of this position, and do not encompass all the functions of or qualifications required for this position