



Civil Legal Advocate (Washington County) Intern

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

The Civil Legal Advocate Intern or Volunteer works with victims/survivors of domestic violence by responding to client calls requesting legal assistance, including writing and filing Orders for Protection (OFP). The Intern/Volunteer assists staff with maintaining the client database and may also support clients at OFP hearings in Washington County Court (on Zoom or at the courthouse).

Impact & Benefits

- Provide information to clients about the court process, which can be confusing and intimidating
- Provide information and support, helping clients explore their legal options
- Learn about domestic violence and the civil court process

Position Responsibilities

- Respond to calls seeking information about and assistance with OFPs; gather information and screen for OFP criteria, direct calls or follow up with clients as appropriate
- Assist clients with writing OFPs and follow up with the court or Sheriff as needed
- Assist in maintaining client database information
- Potential to attend civil court hearings to provide support to clients who are seeking OFPs, depending on court scheduling
- Provide emotional support and information to clients and assist with safety planning

Qualifications & Expectations

Position Qualifications:

- Interest and understanding of the complex dynamics of domestic violence
- Prior experience working with victims of trauma, understanding of court systems and jurisdiction or relevant life or educational experience preferred
- Excellent communication skills, including active listening skills and ability to respond without judgment to client needs, reacting appropriately with empathy and respect
- Demonstrated ability to maintain appropriate professional boundaries and confidentiality
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Must have own transportation
- Must have a smart phone and be able to use Google Voice to call and receive calls from clients

Time Commitment & Availability

- 8:00 am – 4:30 pm two days a week
- Minimum of 6 month (9 months preferred)

Supervision & Training

- Attend Tubman's five-part Volunteer/Intern Orientation and Training series
- Supervision provided by the Legal Services Team

Organization

Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. www.tubman.org

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.