

# Legal Counseling Advocate

Volunteer or Internship Position Description



## *Position & Responsibilities*

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### **Role Summary**

The Legal Counseling Advocate assists clients and attorneys at legal advice clinics focusing on divorce, child custody and other family law issues.

### **Impact & Benefits**

- Provide services that enable individuals to better navigate the legal system and community resources
- Gain experience working with a diverse group of clients with regard to family law issues and identify available community resources

### **Position Responsibilities**

- Assist at Law Clinics by helping clients focus and prioritize legal issues before they meet with an attorney
- Provide appropriate information, referrals, emotional support, and supportive counseling afterward
- Complete all paperwork and administrative tasks and communicate with Legal Services program staff regarding Law Clinics

## *Qualifications & Expectations*

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### **Position Qualifications:**

- Interest in family law issues and legal resources
- Ability and willingness to listen actively and respond appropriately to clients while maintaining confidentiality
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Good communication, organization, and time management skills
- Access to reliable transportation and ability to travel to various Tubman sites

### **Time Commitment & Availability**

- 3-12 hours per month with a 9 month minimum commitment preferred. Weekday evening or Friday morning availability needed.

### **Supervision & Training**

- Attend Tubman's five-part Volunteer/Intern Orientation and Training series
- On-the-job training includes attending law clinic "buddy shifts" to observe current Legal Counseling Advocate volunteers
- Supervision provided by the Legal Services Team

## *Organization*

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For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.