

Criminal Legal Advocate

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

The Criminal Legal Advocate is responsible for attending court in Stillwater or St. Paul and relays information about criminal domestic assault cases to the clients involved.

Impact & Benefits

- Assist clients in navigating the court process, which can be confusing and intimidating
- Learn about domestic violence and the criminal court process and, depending on the team needs, the civil court process
- Provide information and support to clients through other resources and referrals as needed

Position Responsibilities

- Case preparation for court hearings
- Attend court hearings and communicate input to the judge/prosecutor handling the cases
- Talk with clients in court if they are present, or by phone, providing information, support, safety planning and assistance in understanding the court process
- Document outcomes of the court appearances and complete all necessary follow-up and data entry
- Depending on need, assist clients with writing OFPs and follow up with the Service Center/Court Administration and Sheriff's Department to complete the filing process

Qualifications & Expectations

Position Qualifications

- Demonstrated interest and understanding of the complex dynamics of domestic violence, the court system and legal terminology preferred
- Able to work independently and communicate with staff about workload
- 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 and driver's license
- Must have computer and internet sufficient to work remotely as necessary
- Must have a smart phone and be able to use Google Voice to call and receive calls from clients

Time Commitment & Availability

- 28 hour days per week required-must be able to start at 7:30 am
- A minimum of 9 months preferred
- Weekday, daytime availability required

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.