



**MID-SHORE COUNCIL ON FAMILY VIOLENCE**

**Chesapeake Crisis to  
Self-Sufficiency Model®**

## **Legal Advocate**

Full-time (40 hours per week)

Medical, PTO

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### **Job description**

**Legal Advocate provides direct services such as crisis intervention, hotline, safety planning, legal accompaniment to court and other critical services for victims and survivors of domestic violence in the five counties of the Mid-Shore of Maryland.**

### **Qualifications:**

Bachelor's degree in Human Services, or related field, with experience in victim services required. Experience in the legal field and/or degree in criminal justice preferred. Must have own transportation and be able to successfully pass a criminal background check. Good written and spoken language skills required and bilingual a plus. Position requires organizational skills and multi-tasking abilities. Proficiency in Word, Excel, Outlook and navigating the internet preferred.

### **Key Responsibilities:**

- Collaborate with Case Managers to identify and meet the Legal needs of clients
- Provide education related to victims' rights, legal options and court proceedings
- Provide assistance with filing forms and case preparation necessary for retaining attorney representation.
- Provide advocacy by directing the clients to other legal resources and support as needed.
- Ensure all legal service clients have been prepared for court proceedings and other court-related matters.
- Assist clients with completing applications for Victim Compensation and other relief for victims of crime.
- Accompany clients to Civil and/or Criminal court hearings as needed/requested.
- Provide Hotline coverage during normal working hours. Conduct Intakes when needed.

- Ensure all client legal files are in proper order and filed correctly.
- Communicate with other legal agencies, as necessary.
- Document all services provided for each client in Apricot Victim Services (AVS) in a timely manner.
- Serve as a back-up to partnered Case Managers in assigned counties.
- Collaborate respectfully and professionally with other MSCFV staff members so that clients can move from Crisis to Self-Sufficiency.
- Assist client in accessing resources available through MSCFV, if needed.
- Provide follow-up contact to identified victims through the Lethality Assessment Program and/or the Abuser Intervention Program.

Interested candidates should send a cover letter and resume to [humanresources@mscfv.org](mailto:humanresources@mscfv.org).