



JOB DESCRIPTION

Job Title: Legal Advocate
Supervised By: Lead - Advocacy Services
Supervises: N/A
Classification: Exempt, Full-Time, Salary
Date: November 2022

Organizational Summary

KAN-WIN's mission is to eradicate gender-based violence, including domestic violence and sexual assault, especially for women and children across Asian American communities and beyond through culturally competent services, community engagement, and advocacy. To learn more about our programs, go to www.kanwin.org.

Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage all interested candidates to apply.

Position Summary

This full time position provides legal advocacy services for survivors of gender-based violence in order to promote self-determination and safety. The role of the Legal Advocate is to empower survivors to understand and exercise their legal rights and options.

Responsibilities:

Direct Services

- In general, provide crisis intervention, emotional support, and additional referrals to survivors to meet their legal needs
- Work with survivors to inform, explore and exercise their legal rights and options, including seeking pro-bono or legal aid assistance, filing for order of protection, attending civil or criminal legal hearings, etc
- Conduct safety planning that takes into account their cultural context and legal options.
- Advocate on behalf of survivors at various venues to ensure that their voices and needs are amplified. Venues may include: police stations, courts, attorney's offices, immigration offices, hospitals, Social Security Administration offices, and more
- Collaborate with the KAN-WIN team of advocates to ensure that the survivor's needs are met holistically
- Collaborate with legal aid partners to ensure access to justice for survivors, including organizing KAN-WIN's monthly legal clinic
- Arrange interpretation and translation for legal needs as appropriate

- Keep abreast of relevant local, state and federal laws, and share best practices with fellow advocates and volunteers

Administration

- Ensure sound, accurate documentation of casework, including keeping copies of legal documents on file, documenting services, tracking referral info, etc.

Outreach

- Outreach to and network with external organizations and advocates to widen the resource pool for KAN-WIN survivors
- Provide education about legal advocacy during KAN-WIN's 40 hour domestic violence professional training

Organizational Duties

- Assists and participates in organizational activities such as fundraising and special events
- Participates in staff meetings and case reviews
- Performs other duties as assigned or requested

Qualifications:

- Ability to speak an Asian language highly preferred
- Empathetic listening and excellent communications & interpersonal skills
- Strong commitment to KAN-WIN's mission, values, and goals to enhance culturally & linguistically competent services and programming
- Strong teamwork skills
- Ability and/or eagerness to bridge cultural/linguistic/generational/educational and other differences with team members and across departments

Work Environment:

- Hybrid working environment.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Workplace is a smoke- and drug-free environment.
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

Compensation:

Entry level: \$40,318~\$46,440 DOE. Open to adjustment for candidates with previous experience.

Benefits:

- 403(b) retirement plan with employer match

- 12 Paid holidays with floating holidays
- 19 Paid-time offs for first year
- Health insurance
- Dental insurance
- Hybrid working environment

To Apply:

To apply, send the following to [hr @kanwin.org](mailto:hr@kanwin.org). Please specify "Application for Legal Advocate" in subject line, and attach the following materials:

- Resume
- A list of three references