



Assistant Criminal Legal Advocate Intern-Washington County

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

The Criminal Legal Advocate Assistant is responsible for supporting our staff legal advocates, connecting with clients about the court process and providing database and other administrative support. There may be some limited opportunities to attend court proceedings. Wednesday and Thursday availability preferred.

Impact & Benefits

- Update clients about court proceedings and outcomes
- Learn about domestic violence and the criminal court process
- Provide information and support to clients through other resources and referrals as needed

Position Responsibilities

- Communicate with clients about court proceedings and next steps, safety planning and resources
- Update databases with court and client information and other work as needed
- Depending on team needs and court schedules, attend court 1-2 times/month, providing input to prosecutors regarding client objectives and interests

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

- 2 days per week, 8:00 – 4:30 required; Wednesday and Thursday preferred
- 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.