



# Criminal Legal Advocate Assistant

Volunteer or Internship Position Description

## *Position & Responsibilities*

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### **Role Summary**

The Criminal Legal Advocate Assistant is responsible for supporting the work of the staff Criminal Legal Advocate at Tubman's Maplewood location, including data entry and client communication.

### **Impact & Benefits**

- Learn about domestic violence and the criminal court process
- Provide information and support to clients through other resources and referrals as needed
- Support clients and staff by keeping case and client information up to date and accurate

### **Position Responsibilities**

- Enter data regarding clients and case information
- Assist with file management
- Depending on interest and skills, communicate with clients regarding status of court proceedings, providing information, support, safety planning and assistance in understanding the court process
- Potential to provide client support at criminal court proceedings

## *Qualifications & Expectations*

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### **Position Qualifications**

- Interest and understanding of the complex dynamics of domestic violence, the court system and legal terminology preferred
- Able to work independently, excellent attention to detail, strong time management and organizational skills
- 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 a smart phone and be able to use Google Voice to call and receive calls from clients

### **Time Commitment & Availability**

- 10-15 hours per week during weekday, daytime hours
- Minimum commitment of one semester (through end of May preferred)

### **Supervision & Training**

- Attend Tubman's five-part Volunteer/Intern Orientation and Training series
- Supervision provided by the Legal Services Team

## *Organization*

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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](http://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.