



## Civil Legal Advocate

Volunteer or Internship Position Description

### *Position & Responsibilities*

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#### **Role Summary**

The Civil Legal Advocate Intern or Volunteer is responsible for attending Order for Protection hearings in Hennepin or Washington County, assisting with the writing and filing of Orders for Protection at Tubman, performing legal research, and completing necessary tasks for trial preparation.

#### **Impact & Benefits**

- Assist clients in navigating the court process, which can be confusing and intimidating
- Provide information and support, helping clients explore their legal options
- Learn about legal issues concerning domestic violence and the civil court process
- Gain practical experience and learn about the vital role of the legal department in a nonprofit organization

#### **Position Responsibilities**

- Assist clients with writing Orders for Protection and follow up with the Service Center/Court Administration and Sheriff's Department to complete the filing process
- Attend civil court hearings with clients who are seeking Orders for Protection
- Provide emotional support and answer questions clients may have about the process
- Ability to determine professional boundaries on a legal scale, including maintaining confidentiality and discerning needed information
- Assist with legal research and trial preparation when needed

### *Qualifications & Expectations*

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#### **Position Qualifications:**

- Must be familiar with the Order for Protection rules and regulations
- Ability and willingness to listen actively and respond appropriately to clients
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Must have own transportation

#### **Time Commitment & Availability**

- 12 hours a week for a minimum of 6 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*

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For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.