



Civil Legal Advocate (Hennepin County) Intern

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

The Civil Legal Advocate Intern or Volunteer works with victims/survivors of domestic violence by responding to client calls requesting legal assistance, including writing and filing Orders for Protection (OFP). Assist staff with maintaining the client database and may also support clients at OFP hearings in Hennepin County Court.

Impact & Benefits

- Provide information and support, helping clients explore their legal options

Position Responsibilities

- Return client calls left in Tubman's Civil Voicemail; gather information and screen for assistance with OFPs, direct calls as appropriate
- Provide support, safety planning, and resource referrals as needed
- Assist clients with writing OFPs and follow up with the Service Center/Court Administration and Sheriff's Department to complete the filing process
- Assist staff in maintaining the client database
- Attend civil court hearings with clients who are seeking OFPs if opportunities arise

Qualifications & Expectations

Position Qualifications:

- Interest and understanding of the complex dynamics of domestic violence
- Prior experience working with victims of trauma, understanding of court systems and jurisdiction or relevant life or educational experience preferred
- Excellent communication skills, including the ability to respond without judgment to client needs, reacting appropriately with empathy and respect, while managing client expectations
- Ability to work well under pressure, independently, and remain calm in response to crisis situations
- Demonstrated ability to maintain appropriate professional boundaries and confidentiality
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Basic computer skills, including creating documents and entering data into database

Time Commitment & Availability

- 12 daytime, weekday hours per week
- Minimum of 9 months preferred

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

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