



Criminal Legal Advocate

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

The Criminal Legal Advocate is responsible for attending court in Stillwater or St. Paul and relaying information about criminal domestic assault cases to the clients involved.

Impact & Benefits

- Provide information to clients about the court process, which can be confusing and intimidating
- Learn about domestic violence and the criminal court process and, depending on the team needs, the civil court process

Position Responsibilities

- Attend court hearings and document information about arraignment outcomes
- Talk with clients in court if they are present, or by phone, providing information, support, and assistance in understanding the court process
- Provide advocacy and support using a strength based, non-judgmental, and client centered approach
- Document outcomes of the court appearances and complete all necessary follow-up and data entry
- Depending on need, assist clients with writing OFPs and follow up with the Service Center/Court Administration and Sheriff's Department to complete the filing process

Qualifications & Expectations

Position Qualifications

- Interest in and understanding of the complex dynamics of domestic violence
- Excellent communication skills, including active listening skills and ability to respond to clients calmly and respectfully
- Working knowledge the court system and legal terminology preferred
- Ability to maintain appropriate professional boundaries and confidentiality
- Ability to engage a diverse group of clients and team members with a demonstrated commitment to diversity, equity, and inclusion
- Must have own transportation
- Must have a smart phone and be able to use Google Voice to call and receive calls from clients

Time Commitment & Availability

- Two 8 hour days per week required-must be able to start at 7:30 am (must be week days)
- A 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

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.