



Civil Legal Advocate Intern

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

The Civil Legal Advocate Intern or Volunteer assists with the writing and filing of Orders for Protection (OFP) and shadowing at OFP hearings in Washington County.

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 domestic violence and the civil court process

Position Responsibilities

- Assist clients with writing OFP's and follow up with the Service Center/Court Administration and Sheriff's Department to complete the filing process
- Shadow civil court hearings with clients who are seeking OFP's
- Provide emotional support and information to clients

Qualifications & Expectations

Position Qualifications:

- Interest and understanding of the complex dynamics of domestic violence
- 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
- Must have a smart phone and be able to use Google Voice to call and receive calls from clients

Time Commitment & Availability

- 7:30 am – 4:00 pm two days a week
- Minimum of 6 month (9 months preferred)

Supervision & Training

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

Organization

Each year Tubman helps nearly 25,000 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, and youth programs. www.tubman.org

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