



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 relays information about criminal domestic assault cases to the clients involved.

Impact & Benefits

- Assist clients in navigating 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
- Provide information and support to clients through other resources and referrals as needed

Position Responsibilities

- Case preparation for court hearings
- Attend court hearings and communicate input to the judge/prosecutor handling the cases
- Talk with clients in court if they are present, or by phone, providing information, support, and assistance in understanding the court process
- Document outcomes of the court appearances and complete all necessary follow-up
- 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

- Working knowledge of domestic violence, the court system, and legal terminology preferred
- Excellent communication skills, including the ability to listen and 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

- 16 hours a week for a minimum of 9 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

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

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