



# Criminal Legal Advocate

Volunteer or Internship Position Description

## *Position & Responsibilities*

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### **Role Summary**

The Criminal Legal Advocate is responsible for attending in-custody arraignments 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
- Provide information and support, helping clients explore their legal options
- Learn about legal issues concerning domestic violence and the criminal court process
- Gain practical experience and learn about the vital role of the legal department in a nonprofit organization.

### **Position Responsibilities**

- Attend court hearings and communicate input to the judge/ prosecutor handling the cases
- Meet with clients in court if they are present
- Document outcomes of the court appearances and complete all necessary follow-up, including relaying information to the client as necessary
- Ability to determine professional boundaries on a legal scale, including maintaining confidentiality and discerning needed information
- Provide general support and relay information to the client throughout the legal process

## *Qualifications & Expectations*

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### **Position Qualifications**

- Working knowledge of court system and legal terminology
- Ability and willingness to listen actively and respond appropriately to the needs of 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.