



Hennepin County Criminal Legal Advocate

Volunteer or Internship Position Description (1of 2)

Position & Responsibilities

Role Summary

The Hennepin County Criminal Legal Advocate is responsible for communicating with victims/survivors of criminal assaults (DV/SA), providing safety planning support and case status information, as well as providing input to prosecutors.

Impact & Benefits

- Assist clients in navigating the court process, which can be confusing and intimidating
- Learn about domestic and sexual 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

- Talk with clients, generally by phone, providing information, support, safety planning and assistance in understanding the court process
- Research court and police records for information about domestic violence and sexual assault arrests in the city of Crystal
- Communicate client input via electronic log to prosecutors handling the cases
- Document outcomes of the court proceedings and complete all necessary follow-up and data entry

Qualifications & Expectations

Position Qualifications

- Demonstrated interest and understanding of the complex dynamics of domestic and sexual violence, the court system and legal terminology preferred
- Able to work independently and communicate effectively and regularly with staff
- Excellent written and verbal 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 computer and internet sufficient to work remotely, or work at Tubman's Minneapolis location. Must be able to work at Tubman's location as needed.

Time Commitment & Availability

- 8 hours/week in 1-2 shifts
- A minimum of 9 months preferred
- Weekday, daytime availability required

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



Hennepin County Criminal Legal Advocate

Volunteer or Internship Position Description (2 of 2)

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

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