



# Criminal Legal Advocate

Volunteer or Internship Position Description

## *Position & Responsibilities*

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### **Role Summary**

The Criminal Legal Advocate Intern or Volunteer is responsible for attending court in Stillwater or St. Paul and to relay 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 (DV), the criminal court process, and potentially the civil court process
- Provide clients with information and support to clients through resources and referrals as needed

### **Position Responsibilities**

- Make initial phone contact with victims of DV after perpetrators have been charged
- Case preparation for court hearings
- Attend court hearings and communicate input to the judge/prosecutor handling the cases
- Talk with clients in court or by phone, providing information, support, safety planning and assistance in understanding the court process
- 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*

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### **Position Qualifications**

- Demonstrated interest and understanding of the complex dynamics of DV, the court system and legal terminology preferred
- Able to work independently and communicate with staff about workload
- Excellent communication skills, including active listening and ability to respond to clients without judgment but rather 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 and driver's license and a laptop to work remotely when needed
- 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 during the week required, starting at 7:30 am
- A minimum of 9 months is strongly preferred

### **Supervision & Training**

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

## *Organization*

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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](http://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.