



**Job Description:** Legal Advocate Volunteer @ SJC  
**Supervisor:** Legal Services Manager  
**Location:** Survivor's Justice Center at Legal Aid  
**Shift:** Primarily Monday–Friday  
**Internship status:** 12-16 hours a week for 1 year minimum

**Summary:** The Legal Advocate Volunteer is supervised by Womenspace and housed at the Survivor's Justice Center (SJC). The Advocate Intern provides civil legal advocacy services and support for survivors of domestic and sexual violence.

**Essential Duties and Responsibilities:**

- Provide advocacy, crisis intervention and emotional support for survivors of intimate partner violence (IPV) that access legal services through the SJC, DVC or other IPV-related legal services in Lane County.
- Complete intakes with survivors of IPV to assess legal needs, level of risk and other eligibility factors and coordinate referrals for attorney representation.
- Facilitate information gathering and sharing between survivors and attorneys.
- Provide education regarding IPV and safety planning for IPV survivors.
- Assess survivor's overall needs and make referrals or coordinate with available resources among community agencies and between Womenspace programs (e.g., from rural to shelter to transitional).
- Accompany survivors to court and court-related matters and assist as appropriate.
- Act as a liaison between the collaborative partners and other agencies that provide services to IPV survivors.
- Maintain confidential records.
- Compile and submit statistical information about survivor services on timely basis.
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of the dynamics and impact of intimate partner violence (IPV) including the effect on children and parenting.
- Experience working with Latin@ populations and knowledge of the additional barriers experienced by people from those communities.
- Experience working with survivors of intimate partner violence (IPV) preferred.
- Knowledge, experience, and ability to work with people from diverse backgrounds and underserved communities.
- Knowledge of and commitment to continual learning in the areas of oppression and privilege
- Experience in crisis intervention and presents a calm approach to crisis situations.
- Ability to work independently, multi-task and prioritize work appropriately

- Ability to seek out community resource information relevant to survivors of intimate partner violence (IPV) working with DHS.
- Highly skilled in oral and written communication and active listening; ability to demonstrate survivor-led communication and interaction.
- Ability to provide advocacy by phone and in person; maintain a survivor-centered focus.
- Ability to manage self-care; balance of work and personal life effectively
- Ability to give and receive positive and constructive feedback
- Ability to use Microsoft office Programs: Word, PowerPoint, Excel, Outlook
- Ability to use office equipment.
- Familiarity with DHS offices and the importance of collaboration
- Must be well organized, creative, empathetic, and people oriented.

**Qualifications:**

- Commitment to the Womenspace Mission.
- Written and spoken bilingual fluency in English/Spanish preferred.
- Pass background check and department of motor vehicle driving record review.
- Successful completion of the Womenspace training program. (Includes the online courses and on-the-job training.) Can be completed after hire

**Application Procedure:**

- Visit our website [womenspaceinc.org](http://womenspaceinc.org) to download application.
- Submit a cover letter, resume and application.
- Only submissions with all parts completed will be considered.
- Submissions can be mailed to: Womenspace, Attn: Human Resources, PO Box 50127 Eugene, OR 97405 or emailed to [humanresources@womenspaceinc.org](mailto:humanresources@womenspaceinc.org) (Submitting in person also accepted).
- Open until filled

**Womenspace's Mission is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.**