

**A SAFE PLACE  
LAKE COUNTY CRISIS CENTER**

**Legal Advocate**

The Bilingual Legal Advocate is responsible for providing advocacy and services to victims of domestic violence under the provisions of the Illinois Domestic Violence Act. The Advocate is responsible for providing assistance with victims seeking Orders of Protection; to participate in training activities with staff, police and other court or legal personnel; and, to network with community agencies serving victims of domestic violence in Lake and surrounding counties. This position reports to the Legal Advocacy Director.

A Safe Place is a recognized 501(c)3 listed under Lake County Crisis Center for the Prevention & Treatment of Domestic Violence Inc.

*Position is located in Waukegan, IL.*

**RESPONSIBILITIES:**

- Advocate on behalf of clients with court systems, State Attorney's office and the Lake County Police Department including the Sheriff and jail personnel.
- Participate in developing, maintaining and providing printed resources (packets) for victims of partner abuse seeking Orders of Protection.
- Educate clients on services available through A Safe Place and facilitate their access to these services.
- Offering referrals to other resources/programs outside of A Safe Place to clients.
- Staff and assist in the implementation and coordination of the advocacy program of A Safe Place, with emphasis on services in bond, family and felony courts.
- Admin task including open and maintain confidential client files, assigning WA's and data entry records in a timely manner and in accordance with agency policies and procedures. Also, other admin tasks as needed.
- Counsel clients regarding safety planning and other domestic violence issues.
- Maintain open lines of communication with the State's Attorney's office with regard to Andy's Safe Place.
- Train staff, volunteers, police and court personnel in domestic violence issues, the Illinois Domestic Violence Act and Lake County protocols.
- Speak to the community about domestic violence.

- Attend and participate in staff meetings and other training and meetings as requested.
- Work as a team player in the organization.
- Perform all other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree in counseling, social work, criminal justice or closely related field. High School diploma (GED) and three to five years of experience working with victims of domestic violence or within the criminal justice system may be considered in lieu of degree.
- Experience in the field of domestic violence and a sensitivity to survivor's and children's issues.
- Experience with Orders of Protections highly preferred.
- **Bilingual Spanish required.**
- Excellent interpersonal, verbal and written communication skills to participate in community activities, represent A Safe Place in the court system and develop helping relationships with victims of partner abuse, volunteers and staff members.
- Ability to work independently and as a member of a team.
- Excellent organizational skills for completing Orders of Protection, tracking statistical information and achieving the goals and objectives of the agency.

Ability to accept, to understand, and to relate sensitively to people of varied socio-economic, racial, cultural, and experiential backgrounds.

A commitment to the philosophy and program of A SAFE PLACE, which includes a commitment to survivors' and children's issues, sharing a belief in helping to create a society free from violence, and in working in a cooperative environment.