



Job Description | Legal Advocate (Bilingual-Spanish)

Position Title: Legal Advocate (Bilingual-Spanish)

Supervisor: Legal Director

FLSA Status: Exempt

Employment Status: Full-Time

Salary: \$40,000

The Legal Advocate is responsible for providing clients with brief information and referrals, setting up appointments, completing intakes for representation, gathering evidence, conducting witness interviews, case management, conducting follow up surveys, providing outreach, accompanying clients to civil and criminal hearings, and managing the Volunteer Legal Advocacy Program. The Legal Advocate works closely with other advocates, attorneys, volunteers and legal interns, as well as with other members of the agency. The ideal candidate will be organized, detail oriented, capable of continually prioritizing tasks, have excellent time management skills, have a flexible schedule, and be able to function effectively in a fast-paced environment. Advocates must work well with and be able to voice one's thoughts in a team setting.

Minimum Qualifications:

- Native or near-native fluency in Spanish
- Experience working with victim/survivors of trauma (preferred)
- Excellent oral and written communication skills
- Passionate about the mission and philosophy of HopeWorks
- Team oriented and client centered
- Availability to work at least two evenings per month, as needed, to meet client needs
- Proficiency in Microsoft Office (Word, Excel, Outlook) and other computer software
- Current, valid driver's license and insurance and reliable transportation to travel between office and court
- Bachelor's degree (preferred) or 2 years' experience in a related field

Essential Duties and Responsibilities:

- Respond promptly to phone calls from potential clients and community members
- Provide brief advice, information, referral, and safety planning, as appropriate, to clients
- Promptly update the Team Legal Calendar to reflect appointments and court cases
- Maintain a full supply of forms, information sheets, pamphlets and resource lists applicable to standard client/community requests
- Maintain accurate and up-to-date contact logs and statistical information for electronic files, grants and departmental reports
- Maintain a current data base for resources and referrals for clients
- Conduct intakes and evidence/document collection for clients seeking consultation or representation
- Provide summaries, evidence and information to the legal team for case review
- Provide case management services to clients requiring additional assistance to address economic, housing, and other attendant issues
- Maintain client case files and insure that all required information is complete before forwarding to attorney
- Maintain and update the conflicts database contemporaneously with contact to the department
- Assist with data entry
- Conduct follow-up information and surveys
- Accompany clients to court and offer support and information in criminal and civil legal proceedings
- Manage communication, create monthly volunteer calendars and run quarterly volunteer meetings with volunteers in the Volunteer Legal Advocacy Program
- Assist with recruitment and training of volunteers and interns
- Appear in court to provide outreach to potential clients
- Provide outreach to current and potential partner-organizations



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Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

Communication: Oral and Written	Effectively transfers thoughts and expresses ideas orally or in writing in individual or group situations. Speaks comfortably with a diverse array of individuals and groups.
Problem Solving	Identifies and resolves problems in a timely manner as well as skillfully gathers and analyzes information.
Judgment	Displays willingness to make decisions; exhibits sound and accurate judgment; makes timely decisions; displays strong ability to prioritize.
Collaboration and Teamwork	Supports a positive team environment in which members participate, respect and cooperate with each other to achieve desired results.
Planning and Organization	Prioritizes and plans work activities; uses time efficiently; adapts to fluctuations in work pace.
Professionalism	Thinks carefully about the likely effects on others of one's words, actions, appearance, and mode of behavior. Selects the words or actions most likely to have the desired effect on the individual or group in question.
Diversity	Supports and promotes an environment that appreciates and holds opportunities for all, regardless of race, religion, culture, sex, gender identity or expression, sexual orientation, physical or mental ability, health status, age or other diversity factors.
Safety and Security	Observe safety and security procedures, and uses equipment and materials properly.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, speak, communicate and hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

To Apply: Applicants must submit a letter of interest and complete resume. Email your resume and letter of interest to shenry@wearehopeworks.org or send by mail or fax to:

Sylvie G. Henry, Esquire
 Director of Legal Services
 HopeWorks of Howard County
 9770 Patuxent Woods Dr., Suite 300
 Columbia, MD 21046
 Fax: 443.518.7757
NO phone calls will be accepted

Resumes submitted without a letter of interest will not be reviewed. The review of applications will begin immediately and continue until the position is filled. Due to the high volume of applications we receive, we will only respond to applicants whose candidacy is being considered.

HopeWorks is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, gender identity, marital status or sexual orientation, in accordance with federal and state law.