



Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.

Dove, Inc. | 302 S. Union, Decatur, IL 62522 | doveinc.org | dove@doveinc.org

Domestic Violence Program

Legal Advocacy Specialist Job Description

GENERAL RESPONSIBILITIES

The Legal Advocacy Specialist is responsible for providing legal advocacy and related services to all clients in the Dove Domestic Violence program.

EXAMPLES OF WORK

- Provides direct services to clients (completes intakes on non-residential/residential clients; answers hotline as needed; provides counseling, case management, crisis intervention & referrals to clients)
- Documents services provided according to program standards.
- Provides legal advocacy services to both residential and non-residential clients.
- Educates clients of their legal rights as related to the Illinois Domestic Violence Act (IDVA).
- Works with and schedules volunteers legal advocates as needed.
- Provides presentations to the community about domestic violence.
- Provides On Call duties within the rotation of domestic violence staff.
- Attends/participates in all required Dove and Domestic Violence Program meetings.
- Attends/participates in agency and program events.
- Performs related duties as required.

QUALIFICATIONS

The Legal Advocacy Specialist should have two years of experience in the human services field. Experience in the domestic violence field preferred. An academic degree may be substituted for some of the experience. The Legal Advocacy Specialist should have or be capable of learning the following skills: counseling victims of domestic violence, crisis intervention, problem solving, case management, program planning, and time management. A feminist perspective is desired.

Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity,

Domestic Violence Program

Legal Advocacy Specialist Coordinator

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vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment, all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The introductory salary range is \$32,000 to \$34,000 annually. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life insurance and disability insurance, direct deposit, matching retirement fund, and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

The Legal Advocacy Specialist works under the supervision of the Lead Legal Advocate. This employment is contingent upon continued funding for this position. This is a full-time 40 hour per week position. An office is provided in the Domestic Violence Shelter. Days worked may include weekends, evenings, and holidays. This position is subject to the requirements of the Fair Labor Standards Act.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

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