

## **End Violent Encounters (EVE) Legal Advocate**

**Full time at \$14/hour  
Work Location: Lansing, MI**

### **Summary of Functions**

The Legal Advocate serves as a resource to victims of sexual assault and/or domestic violence for legal advocacy, safety planning, crisis intervention assistance, and referrals to community resources. The Legal Advocate will provide on-site services at the Personal Protection Order Office, will provide advocacy and support at PPO and criminal hearings, and will be expected to travel to other sites to meet client needs. This position reports to the Director of Legal and Sexual Assault Programs.

### **Characteristic Duties**

- Provide information, support, and technical assistance to individuals seeking Personal Protection Orders (PPO) within Ingham County. Screen individuals to ensure that they qualify for EVE assistance with their PPO and provide appropriate referrals. Provide technical assistance to individuals whose PPOs have been violated.
- Provide information about and support at hearings associated with the PPO process.
- Provide appropriate referrals to EVE Inc., Friend of the Court, Legal Aid, prosecutor's office, police, and other community organizations.
- Develop and maintain effective communication and positive relations with court personnel, attorneys, law enforcement, and judges. Respond in a timely manner to requests for information and support.
- Uphold survivor confidentiality laws; adhere to agency policy
- Adhere to agency safety and security rules and procedures to maintain safety of individuals utilizing agency services.
- Attend education and networking meetings on behalf of the agency, as assigned.
- Provide information on the Crime Victims Services Compensation program to each victim; assist with application process.
- Participate as needed in training and education projects.
- Coordinate follow ups on PPO expiration dates and service, and on hearings related to both PPOs and on-going criminal cases.
- Undertake additional responsibilities as needed.

### **Position Qualifications**

Education/Experience: Bachelor's Degree in Counseling, Social Work, Family Ecology, Women's Studies, or related field, or 1-3 years of experience working with victims of domestic or sexual violence or stalking.

**Required Skills/Abilities:**

Perform characteristic duties as outlined in the position description  
Knowledge of Intimate Partner Violence and the Power and Control Wheel  
Sensitivity to and knowledge of the problems of survivors and secondary victims of abuse  
Ability to demonstrate empathy, problem-solving, and conflict resolution skills  
Ability to work with a diverse population  
Ability to participate as a positive, supportive team member  
Ability to be honest and courteous in all interactions  
Ability to maintain professional boundaries  
Possess strong verbal, written, and computer skills; ability to use computer for report writing, data collection, and other job expectations  
Ability to organize and prioritize

**Pass a criminal background check**

**Possess a valid Michigan Driver's License**

**To apply, e-mail your cover letter and resume to Kaitlynn Dwyer at [kdwyer@eveinc.org](mailto:kdwyer@eveinc.org).**