

Registration Information

Order No.	3951918
Agency Name	Texas Legal Services Center
Job Title	Legal Advocate
Job Description (including hours and responsibilities)	<p>JOB SUMMARY: Texas Legal Services Center's (TLSC) Crime Victims Program provides direct legal services to victims of violent crime, which includes providing legal advice and referrals by phone, representing victims in court, and advocating on behalf of victims who are navigating the criminal justice system. Depending on the needs of the program, the Legal Advocate will conduct trauma-informed in-depth screenings of all clients to gather information, create safety plans, make appropriate referrals to other service providers, and work alongside other team members to ensure the safety and well-being of our clients. ESSENTIAL FUNCTIONS: • Conduct trauma-informed and culturally sensitive interviews of victims of violent crimes. • Provide holistic and comprehensive advocacy to crime victims seeking resources and referral services both in-person and by phone. • Build and maintain collaborative relationships with community partners who assist crime victims. • Assist with safety-planning, supportive counseling, applications for the Crime Victims' Compensation program, court accompaniment, and legal document preparation. • Advocate on behalf of crime victims within various systems to secure housing, increase financial literacy, and obtain health care, education, and public benefits. • Work with attorneys to ensure an atmosphere of empathy, safety, and support. • Attend and participate in multi-disciplinary collaborative meetings as assigned. • Travel to out-of-town locations. OTHER FUNCTIONS: • Provide all information needed/requested for TLSC reporting in a prompt manner. • Perform other duties as assigned. EDUCATION/LICENSE REQUIRED: • Bachelor's Degree and four years of relevant work experience or master's degree in Counseling, Social Work, or other similar fields of study. EXPERIENCE</p>

	<p>REQUIRED: • Experience working with victims of domestic violence and sexual assault. • Experience in crisis counseling. KNOWLEDGE/SKILLS REQUIRED: • Ability to work with clients in a patient, trauma-informed, and non-judgmental manner. • High-level organization skills. • Exceptional written and verbal communications skills. • Strong time management and attention to detail. • Proficiency with (or the ability to learn) LegalServer (TLSC’s case management system), Adobe, and Microsoft Office products. • Ability to travel to out-of-town locations. KNOWLEDGE/SKILLS PREFERRED: • Fluency in Spanish. • Familiarity with the Texas Crime Victims’ Compensation Program. PHYSICAL REQUIREMENTS: • Sedentary work that involves sitting most of the time. • Occasional bending, squatting and kneeling. • Exerting up to 10 pounds of force occasionally and a negligible amount of force is needed at times to lift, carry, push, pull or otherwise move objects. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.</p>
Job Location	Austin, TX
Link to application web site (if applicable)	https://recruiting.paylocity.com/recruiting/jobs/Details/518716/Texas-Legal-Services-Center/Legal-Advocate
Application Contact Name	Texas Legal Services Center
Phone	(512) 477-6000
Email	hr@tlsc.org
Application will be accepted until (closing date):	10/02/2021