

HAYS-CALDWELL WOMEN'S CENTER
POSITION: LEGAL ADVOCATE – CPS LIAISON

GENERAL DESCRIPTION: Provide legal advocacy, information, resources, and referrals to victims of interpersonal violence focusing on cases pending with Child Protective Services. This is a full-time, non-exempt position.

DUTIES AND RESPONSIBILITIES:

I. DIRECT CLIENT SERVICES

- A. Inform victims of their legal rights and remedies as well as Child Protective Services and court procedures.
- B. Advocate for victims reporting to CPS and/or involved with criminal justice agencies and personnel.
- C. Assist clients in successfully completing CPS safety plan. Accompany clients to meetings with CPS.
- D. Provide parenting program when appropriate for clients to meet CPS safety plan requirements.
- E. Accompany clients to court as needed.
- F. Assist victims with applications for legal aid, protective orders, and other legal proceedings.
- G. Assist clients with applications for benefits through the Texas Crime Victims' Compensation Program if appropriate.
- H. Provide services to victims in Lockhart and San Marcos offices and other locations outside of the offices.
- I. Supervise volunteers and interns as assigned by team leader.

II. COMMUNITY IMPACT

- A. Participate on a Town Team as assigned.
- B. Participate in providing community education and training.
- C. Develop and maintain good relations with CPS, law enforcement and criminal justice personnel in Hays and Caldwell counties.
- D. Develop a list of attorneys willing to donate services for clients and inform staff of legal referrals to be added to the database.

III. PROGRAM SUPPORT SERVICES

- A. Attend and participate in Counseling and Resource Team and agency staff meetings as directed by team leader and/or agency leadership.
- B. Document all services provided in a timely manner using approved procedures.
- C. Perform job duties in accordance with approved agency policies and procedures.
- D. Ensure that all persons are treated in a manner consistent with the agency mission.
- E. Provide on-call services for Center including hospital response, crisis intervention, and emergency transportation of clients as necessary to ensure 24-hour availability of quality services.
- F. Work with community members and agencies to develop resources for clients.

- G. Assist Volunteer Coordinator in developing and implementing training for volunteers including Advocate Training.
- H. Work on coordinated agency efforts to increase the community's understanding of interpersonal violence issues.
- I. Participate in the development and implementation of coordinated strategic plans to meet the agency mission.
- J. Attend trainings approved by team leader to maintain proficiency.
- K. Perform other duties as assigned by team leader and/or agency leadership.

SUPERVISED BY: Counseling and Resource Program Director

QUALIFICATIONS: Must be self-motivated, self-confident, results oriented and maintain high moral and ethical standards. Must have an understanding of the dynamics of interpersonal violence and other related issues. Must demonstrate proficiency regarding knowledge of CPS, the justice system and local resources. LMSW, LCSW or LPC preferred.

Ability to read, write and converse in English. Ability to read, write and converse in Spanish preferred. Ability to remain calm under stress and have the emotional and physical stamina to deal with a variety of stressful situations. Ability to multi-task, respond to telephones, written correspondence, and other auditory and visual stimulation. Must be able to tolerate sitting or standing. Must be capable of using computers, telephones, cell phones, shredders, and facsimile machines. Must possess a current Texas driver's license and have a clean driving record.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.