



## TESSA JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Bilingual Legal Services Advocate</b>
<b>REPORT TO:</b>	Chief of Legal Services
<b>TIME REQUIREMENT:</b>	40 Hours/Week (Non-Exempt)
<b>SALARY RANGE:</b>	<b>TBD</b>

**SYNOPSIS:** This position provides bilingual (English and Spanish speaking) confidential legal advocacy to victims of domestic violence and/or sexual assault. Advocacy includes, but is not limited to, assisting with legal consultations, legal support planning, assisting in coordinating the legal service referral and protective order process, and providing court and community outreach education and support.

### RESPONSIBILITIES:

#### CLIENT SERVICES

- Utilize bilingual skills to assist in providing confidential services to TESSA clients in need of legal assistance;
- Works cooperatively with staff attorney(s) and Lead Paralegal on providing legal assistance, coordination of legal referrals and legal support planning;
- Responsible for maintaining client confidentiality as directed by TESSA policies and procedures;
- Responsible for identifying legal service gaps in the systems that clients navigate;
- Assists with community education presentations, training, and outreach as needed;
- Recommend multicultural services, programming, and outreach as appropriate;
- Assists with translating materials from English into Spanish;
- Understand department objectives and how they relate to the goals of the agency;
- Works with Chief of Legal Services and Lead Paralegal to further develop bilingual legal resources and advocacy for clients;
- Assists with the coordination of client legal documents.

#### RECORD KEEPING

- Responsible for tracking team performance measurements;
- Assists with maintaining client records in a timely and accurate manner;
- Communicates and follows up with clients on necessary information;
- Assists in collecting and entering client statistics for grant reporting.

#### CULTURAL INCLUSIVITY

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves;
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity;



- Apply the principles of multiculturalism and diversity in training and staff development;
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members;
- Use organizational change processes to support culturally informed organizational policies and procedures.

#### Other

- Commit to TESSA's organizational mission, vision, and operating philosophy;
- Treat clients with respect, dignity, and empathy;
- Attend staff, other relevant meetings, trainings, and in-services;
- Other duties and projects as requested by Chief of Legal Services and Lead Paralegal.

#### **QUALIFICATIONS AND REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skills and/or abilities required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read, write and speak English and Spanish required;
- Experience and training in ASL preferred;
- B.A. or B.S. Degree preferred; Relevant experience; equivalent combination of education and/or experience may be considered;
- Knowledge of domestic and sexual violence issues and experience working with DVSA victims required;
- Ability to work well under stressful and emotionally-taxing circumstances and engage in effective self care required;
- Experience working in a legal office environment preferred;
- Legal education and training preferred but not required;
- Familiarity with the criminal and civil court system desired but not required;
- Excellent organizational, communication, problem solving, and inter-personal skills;
- Attention to detail;
- Displays a positive attitude, works well with others, and accepts direction well;
- Ability to empathize, encourage and guide;
- Must be proficient in Microsoft Office and have general computer skills;
- Possess vision and hearing sufficient to work on a computer, on the phone and in person;
- Ability to lift 50lbs, intermittently;
- Valid driver's license and car insurance;
- Must be willing to complete background checks.

**TESSA is an equal opportunity employer.  
For Application Instructions Visit:  
[www.TESSAcs.org/about-tessa/employment](http://www.TESSAcs.org/about-tessa/employment)**

**This job is open until filled.**

**TESSA is an 'At Will' Employer  
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